T4 TimeSaver.NET Guide

T4 TimeSaver.NET Guide

2/9/2009

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Foreword

ELM Computer Systems Inc. would like to than you for using T4 TimeSaver.NET.

It is because of our clients, both new and returning, that this product has become the superior tax return preparation tool that it is today.

Thank you!

Part I

1 Introduction

1.1 About T4TimeSaver.NET

Since it was first introduced in 1988, T4 TimeSaver has been used by thousands of Canadian businesses to reliably produce year end tax returns. The T4 TimeSaver development team is committed to providing software for producing Canadian tax information returns which is superior to any other system available. With that in mind, this newest version of the T4TimeSaver program suite, T4 TimeSaver.NET, has been rewritten from the ground up to provide a solid foundation for both current and future technology, as well as for new product features.

Enhanced features of T4 TimeSaver.NET (compared to Original T4 TimeSaver):
- Easy to read data entry screens
- Split-screen data entry gives the ability to view slips and summaries side-by-side
- Improved onscreen report preview
- Enhanced printer compatibility
- Ability to save returns and reports as PDF files
- Ability to export reports in formats such as Excel, HTML, RTF and others

New features in the 2008 version of T4 TimeSaver.NET:
- Ability to import Excel and XML data
- Convert data from the 2007 and 2008 versions of Original T4 TimeSaver and T4 TimeSaver.NET
- CRA: NR4 and T4ANR, T4AP, T4ARCA, T1204 and T5018 returns have been added
- MRQ: RL1, RL2, RL3, RL17 and RL25 returns have been added
- Merge, Transfer, Remove Slips and Global Changes functionality has been added
- Ability to print to CRA & MRQ pre-printed forms
- Ability to check for new updates on the T4 TimeSaver website www.t4timesaver.com
- A subsequent release of the 2008 T4 TimeSaver.NET will include federal partnership returns, with the possibility of provincial (Québec) partnership returns being included at some point as well

Thanks to the suggestions and request offered by its users, Original T4 TimeSaver has been steadily improved over the years. Likewise, if you see a way that T4 TimeSaver.NET can be improved, please feel free to let us know. While we will not be able to include every suggestion in future releases of T4 TimeSaver.NET, we assure you that every suggestion will be carefully considered.

1.1.1 Version Comparison

T4 TimeSaver.NET is available in four versions: Online, Lite, Basic and Plus. If at any time during the tax season you find that you require a higher version of T4 TimeSaver.NET you can **contact our offices** 15 and order an upgrade. We will only invoice you for the price difference, plus taxes and shipping (if applicable), between the version you have and the version you wish to upgrade to.

Please refer to the chart below to determine which version of T4 TimeSaver.NET will best meet your needs.

Features	T4 TimeSaver ONLINE	T4 TimeSaver LITE	T4 TimeSaver BASIC	T4 TimeSaver PLUS
Platform[1]	Internet	Windows [1]	Windows [1]	Windows [1]
Maximum number of companies	Unlimited	5	Unlimited	Unlimited
Maximum number of slips per company	Unlimited	25	Unlimited	Unlimited
Multi-User access to database				Yes
Free for small business use [2]	Yes[2]			
T4, T4A, T5 returns	Yes	Yes	Yes	Yes
NR4, T4A-NR, T4A(P), T4A-RCA, T4PS, T5018, T1204 returns			Yes	Yes
RL-1, RL-2, RL-3, RL-17, RL-25 returns		RL-1 & RL-3	Yes	Yes
Federal partnership forms				Yes
Quebec partnership forms				Yes
Electronic media filing				Yes
Internet filing	Yes	Yes	Yes	Yes
Batch printing of forms		Yes	Yes	Yes
Plain paper forms printing	Yes	Yes	Yes	Yes
CRA pre-printed forms printing		Yes	Yes	Yes
MRQ pre-printed forms printing		Yes	Yes	Yes
Import data from text file				ORIG.[5]
Import data from Excel file				.NET
Import data from XML file				Yes
Import data from payroll software				Yes
Improved data entry screens		.NET	.NET	.NET
Improved report preview		.NET	.NET	.NET
Improved printer compatibility		.NET	.NET	.NET
Save slips & summaries as PDF		.NET	.NET	.NET
Export reports to file (e.g. CSV, Excel and others)		.NET	.NET	.NET
Simultaneous live display of multiple forms (e.g. slip & summary) and returns (e.g. T4 and T4A)		.NET	.NET	.NET
Identify and adjust overpaid or underpaid CPP/QPP, EI & QPIP	Yes	Yes	Yes	Yes
Role data forward to next year [3, 4]	Yes [3]	Yes [3]	Yes	Yes
Price [2]	$19.95 [2] First Return ($9.95 each additional return)	$85.00	$245.00	$390.00

1 - T4 TimeSaver (Windows versions) will run on any currently supported version of Windows.
2 - Small businesses with up to 10 employees may use T4 TimeSaver Online **FREE** to produce T4, T4A or T5 returns!
3 - Data created with T4 TimeSaver Online or T4 TimeSaver Lite versions can be carried forward only to subsequent releases of the same version. For a reasonable fee ELM Computer Systems can help you transfer data to either T4 TimeSaver Basic or T4 TimeSaver Plus should you wish to upgrade to these versions.
4 - Data is fully transferable between T4 TimeSaver Basic and T4 TimeSaver Plus versions.
5. Original T4 TimeSaver (ORIG) will be discontinued after the 2008/2009 tax season and will be replaced by T4 TimeSaver.NET.

1.2 About ELM Computer Systems Inc.

ELM Computer Systems Inc. was established in 1978 to provide comprehensive Information Technology services to small & medium businesses in the Greater Toronto Area. Although concentrating on the Greater Toronto Area, ELM provides reliable remote support and management solutions to businesses anywhere in Canada. Our clients include members of the accounting, health, legal and transportation industries as well as many others. Over the years and through continual training we have acquired expertise in all aspects of Windows based computing & networking and custom software design on systems from handheld to desktop computers. Because our staff has an average of more than 15 years experience we are also often called upon to support older technologies such as Novell and other obsolete software.

Here is a sample of the resources available from ELM Computer Systems:

- Onsite and remote support & maintenance
- Consulting services
- Custom software
  - T4 TimeSaver: The software described in this user guide (www.t4timesaver.com)
  - AvanTax: Automobile taxable benefits calculator (www.avantax.ca)
  - S100 system: Handheld data collection for field technicians (www.elmcomputers.com/services.html)
- ELM Bulletin - Monthly newsletter covering all aspects of business computing (www.elmcomputers.com/bulletin.html)

If you have any questions about how ELM can help you get the best use out of your computers please use the contact information provided below.

ELM Computer Systems Inc.
502 Gordon Baker Road
North York, Ontario
L1T 2Z2

Toronto:	416 495 1624
Toll Free:	800 268 3211
Fax:	416 495 0044
Email:	info@elmcomputers.com
Website:	www.elmcomputers.com

1.3 Gift Certificate

ELM Computer Systems Inc. would like to thank all who have used T4 TimeSaver since it was first introduced. Each of you has made an important contribution to the tremendous success of the T4 TimeSaver over the past 21 years. We thank you and encourage you to use the coupon below to take advantage of our services at a special rate available to all of our T4 TimeSaver clients until December 31, 2009.

Gift Certificate *Gift Certificate* *Gift Certificate* *Gift Certificate* *Gift Certificate*

This certificate entitles the bearer to a 10% discount on the first year of remote management or technical support services. The bearer must be a T4 TimeSaver client and be able to provide a valid client number upon presentation.

Authorized by: Peter Rhebergen

Expires: December 31, 2009

Not redeemable for cash, certificate has no value other than stated discount.

1.4 Technical Support

As a registered user you may telephone, fax, or e-mail us with your questions about the installation and use of the T4 TimeSaver.NET program.

English and Mandarin Technical Support

Technical support is available in English and Mandarin at our Toronto office from 9am to 5pm ET.

Technical Support Hot Line:	800 268 3211
Local to Toronto:	416 495 1624
Fax Number:	416 495 0044
Email:	support@t4timesaver.com
Product Website:	www.t4timesaver.com
AvanTax - Automobile Taxable Benefits	*www.avantax.ca*
Corporate Website:	www.elmcomputers.com

To submit an error log to our technical support team via FTP, select **Send Error Log to Technical Support** from the **Help** menu.

French Technical Support

Technical support is available in French at our Montreal office from 9am to 5pm ET.

Technical Support Hot Line:	514 499 9669

Confidentiality Statement
Under certain support circumstances, the T4 TimeSaver.NET technical support staff may request that you make your database(s) available to them during the resolution of your technical support issue. Rest assured that under no circumstances will data submitted to ELM Computer Systems by its clients be used for any purpose other than the resolution of technical problems encountered in the use of T4 TimeSaver.NET. Data will neither be disseminated to third parties nor will it be discussed among our technical support staff in any manner not immediately related to the resolution of these technical problems.

Please be advised that our technical support staff may not be able to resolve your problem if they are not able to work with a copy of your data.

1.5 Receiving Updates

If you supplied a valid email address with your order, you will receive notification by email whenever there is a significant update to T4 TimeSaver.NET. Updates will be sent by Canada Post to all clients purchasing the Update Mailout Service (option 4 on the order form). If you did not purchase the Update Mailout Service, you can download the updates from our website (**T4 TimeSaver**) at no cost. Because of its size, downloading an update is not recommended for those with dial-up Internet connections.

The **Downloads** section of the **T4 TimeSaver** website will give details about all updates to T4 TimeSaver.NET for the current year as well as final releases for all versions of T4 TimeSaver.NET (Original and .NET) going back to 1997. Earlier versions of T4 TimeSaver, being DOS only, are no longer available.

1.6 Requesting System Enhancements

We value your suggestions at ELM Computer Systems Inc. and will attempt, as much as possible, to incorporate them into future versions of T4 TimeSaver.NET.

If there is a feature which you would like to see in T4 TimeSaver.NET please call or **send us an email** and let us know about it. We don't promise that all suggestions will be incorporated into the system but we will give each one our careful consideration. Many of the features now available in the system are the result of comments made by our clients, many of whom have used T4 TimeSaver.NET for years.

Thank you in advance for helping us to make T4 TimeSaver.NET the finest tax slip preparation software available in Canada.

1.7 Hardware Requirements

Computer
Any Pentium class PC

Operating System
Windows 2000™, Windows XP™, Windows Vista™ or Windows 2003™.

Note: Windows is a registered trademark of Microsoft Corporation. All other product names mentioned in this manual are trademarks of their respective owners.

System Memory
A minimum of 128 Mb RAM is required to run T4 TimeSaver.NET will run best on systems having at least 128Mb RAM beyond that required by the operating system. For example, if your operating system requires 512Mb RAM you should have a minimum of 640Mb RAM installed for optimal performance of T4 TimeSaver.NET. Typically, any system able to run a current version of Windows should have sufficient memory to be able to run T4 TimeSaver.NET.

Disk Drives
A hard disk drive with at least 100 Mb of available disk space is required for installation of the program files while leaving sufficient space for data files; an empty data file will typically be larger than 5Mb. Data may be stored on either a hard disk or on removable media; T4 TimeSaver.NET performs much better if data is stored on a hard disk. The software and/or its data files may also be installed on a network file server.

For optimal performance of T4 TimeSaver.NET and other software, ensure that you have sufficient space available on your hard disk for Windows to maintain paging file (also known as a swap file or virtual memory). Typically this file is 50% larger than the amount of available RAM installed on your system.

You should also ensure that sufficient space is available on the hard disk for any temporary files, such as print jobs, that are created during normal system operation.

Printer and Other Output
Slips and summaries are generated as PDF files which can be printed on ink jet and laser printers. You may also file most types of returns on diskette, CD, DVD, or via the internet, significantly reducing your paper requirements and the labour involved in producing these returns.

1.8 License Agreement

T4 TimeSaver.NET ("program") is owned by ELM Computer Systems Inc. ELM Computer Systems grants to you as a registered user a nonexclusive, nontransferable license to use the program. You are expressly prohibited from distributing the program with its authorization code to others outside your office, regardless of whether such distribution is for profit. All rights, title and interest in and to the program, and all documentation, code and logic which describes and/or comprises the program are vested in ELM Computer Systems. Your right to use the program is conditional upon and limited by the terms and conditions of this license. You may not: (a) modify, adapt, translate, reverse engineer, decompile, disassemble, or create derivative works based on the program; or (b) loan, rent, lease or sublicense the program or any copy, without the prior written consent of ELM. Any violation of these provisions will constitute an automatic revocation of your license to use the program and will subject you to substantial liability under the applicable legislation of the jurisdiction in which the program is being used.

You are permitted to use the program on any and all personal computers at your location (i.e. a single street address), with no restriction on the number of concurrent users. (T4 TimeSaver.NET Basic version only. T4 TimeSaver.NET Plus version is required to enable unlimited concurrent access to a single database.) Use of the program at other locations (i.e. different street addresses) is prohibited unless separate licenses have been purchased for each location.

1.9 Warranty Information

We warrant to you for ninety (90) days from the date you received the software package that the package contains an accurate reproduction of the program, and the copy of the User Manual is accurately reproduced. The program itself is excluded from our warranty. To obtain replacement of these materials, you must (i) return the inaccurate package or copy of the User Manual to us within the warranty period, or (ii) first notify us in writing within the warranty period that you have found an inaccuracy and then return the materials to us. This limited warranty only covers the original user of the software package, and we make no other warranties expressed or implied. ANY AND ALL WARRANTIES RELATING HERETO ARE LIMITED IN DURATION TO THIS NINETY-DAY WARRANTY PERIOD. REPLACEMENT OF THE DISK CONTAINING THE PROGRAM OR USER MANUAL IS YOUR EXCLUSIVE REMEDY AND SOLE MEASURE OF RECOVERABLE DAMAGES.

Disclaimer
The Package (The program and the User Manual) is licensed "as is", without warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability and fitness for a particular purpose, without limitation; all warranties against infringement or the like respecting the package are hereby disclaimed by us. We do not warrant that any functions contained in this package will meet your requirements or that your use of the package will be uninterrupted or error-free.

We shall have no liability to you or any third party regarding the package, the User Manual or otherwise in warranty, contract, tort, or otherwise. In no event will we be liable for any direct, incidental, special, indirect, general, or consequential damage or loss of any nature (such as damage to property, damages resulting from delay, claims of third parties, loss of profits, or injury to person) which may arise in connection with the use of or inability to use this package. This clause shall survive failure of an exclusive remedy. We specifically disclaim liability for any and all forms generated by the Package for submission to CRA or Revenu Québec. It is the users' responsibility to ensure that the proper forms are used and, with respect to the Relevé slips, that the serial numbers on the forms are unique and within the range assigned to the user by ELM Computer Systems, Inc.

Part II

2 Getting Started

2.1 Installation

T4 TimeSaver.NET may be installed on any hard disk drive accessible to your computer. Single User and Network installations are described below. If you used T4 TimeSaver.NET last year, you may install the program without affecting last year's database(s), nor will reinstalling the current program affect the current year's database(s).

For fastest program response and most secure retention of data it is recommended that data files be stored on either a local or network hard disk. Data files can also be stored on many USB flash drives provided sufficient space is available.

To install T4 TimeSaver.NET from the CD follow these steps:

1. Copy the original CD media and store the original in a safe place.

2. Close all open applications to avoid possible conflicts with the installation program.

3. Insert the copied installation CD in an appropriate drive.

4. If the installation program does not start automatically, click on the Windows Start button. For Windows XP select Run from the menu displayed, or for Windows Vista type Run in the Search box. You can also invoke the Run dialogue in any version of Windows by holding down the Windows key (designated by the Microsoft logo) while pressing the letter "E."

Type ***drive*****:t4setup** (where "*drive*" designates the drive containing the installation CD) in the Run dialogue. Click OK to continue.

To install T4 TimeSaver.NET from the internet follow these steps:

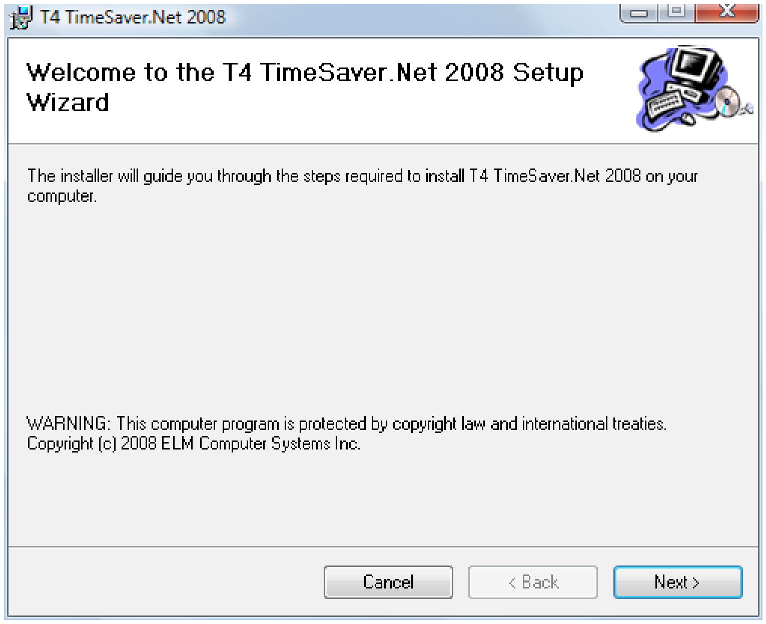
1. Download the installation package from our website:

T4 TimeSaver.NET Downloads

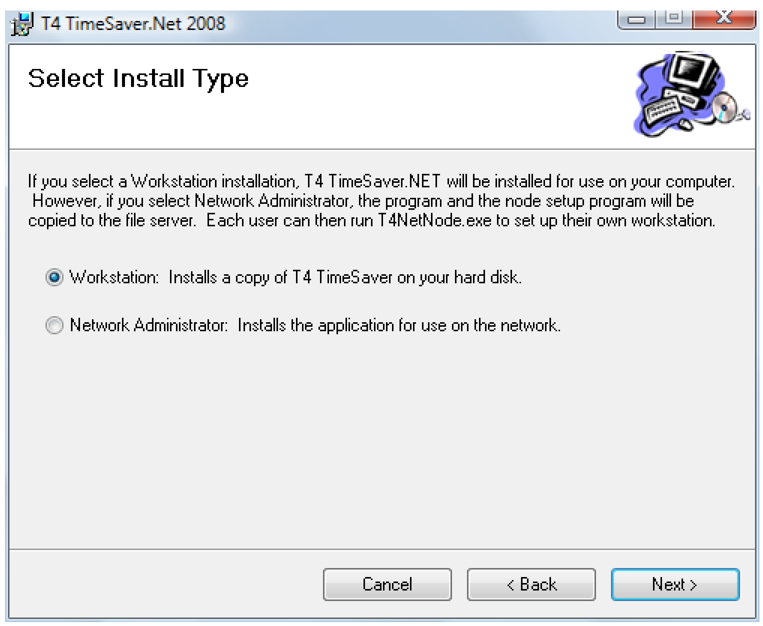
2. Close all open applications to avoid possible conflicts with the installation program. If you close any security applications prior to installation, please remember to restart them once T4 TimeSaver.NET has been installed.

3. Click on the Windows Start button. For Windows XP select Run from the menu displayed; or for Windows Vista, you can also type "Run" in the Search box. Type ***location*****\t4setup** (where "*location*" designates the name of the folder where you saved the installation package) in the Run dialogue. Click OK to continue.

When the setup program begins, follow the directions on your screen.



Installation Welcome Screen



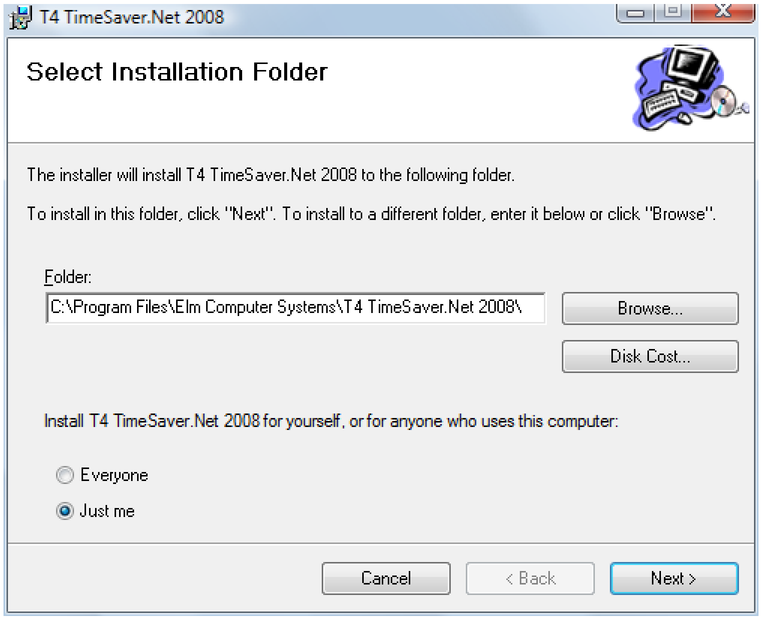
<u>Workstation Installation:</u>

Select Workstation from the **Select Install Type** window. This will install the program on either the local hard drive or any network drive available to the computer, placing all resources required by the software on the local hard workstation.

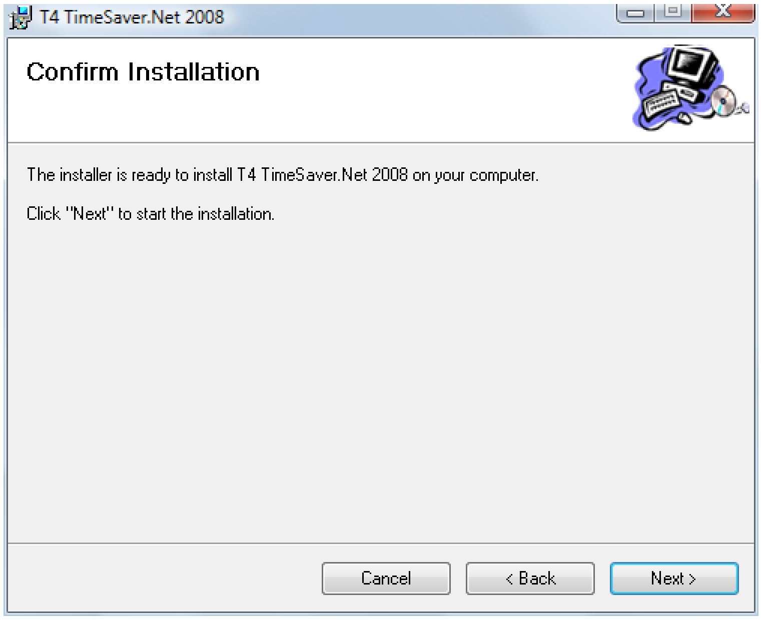
<u>Network Administrator Installation:</u>

Select **Network Administrator** from the **Select Install Type** window to install the program on a

network drive. Then at each workstation, run T4NETNODE.EXE from the network drive to copy the necessary files to run the program on the workstation.



Select Installation Folder:
Enter the destination folder in the **Folder** field; this is the folder that the T4 TimeSaver.NET executable will be installed, it should be located on a hard drive that is always available to the workstation. It is recommended that you not install T4 TimeSaver.NET to a removable storage device.



Click **Next** to proceed with the installation of T4 TimeSaver.NET

NOTES:

1 - Workstation Installation - A Workstation installation will still permit the workstation to access data files stored on a network but necessitates that any updates be installed separately on any workstation where a Workstation installation has been performed.

2 - Network Administrator Installation - After completing the Network Administrator installation, it will be necessary to go to each workstation where T4 TimeSaver.NET will be used and run the program **T4NETNODE.EXE** from the Network Administrator installation folder. This can be done using Active Directory and/or one of a variety of scripting tools. Once T4NETNODE.EXE has completed, the T4 TimeSaver.NET icon will appear on the desktop; double clicking this icon will complete the installation process and start T4 TimeSaver.NET. (If the workstation is subsequently disconnected from the network, T4 TimeSaver.NET will still operate but will not be able access the **User Profile** 24 and any data files located on the network.) The advantage of a Network Administrator installation is that, in most cases, program updates need be installed to the server only.

3 - Terminal Servers - Using T4 TimeSaver.NET in a Terminal Server environment requires that a **Workstation Installation** of T4 TimeSaver.NET be performed from the console of your Terminal Server using the appropriate Terminal Server application installation protocols. On most Windows servers Terminal Server applications are installed using "Add or Remove Programs" from the Control Panel.

2.1.1 Installing Program Updates

From time to time, because of user requests, program updates or bug fixes, a version T4 TimeSaver.NET may be released. Your software license entitles you to download and install these updates whenever they are made available. (Refer to the section **Receiving Updates** 15 for details on how to obtain updates to T4 TimeSaver.NET.)

Regardless of whether or not you have already installed T4 TimeSaver.NET the update you receive will be a full installation package. You can install the update in the same way you first installed T4 TimeSaver.NET, your data will not be overwritten and all user settings will be retained. (**We caution you to ensure that all users have exited the system prior to installing any updates, failure to do so could result in data corruption or loss.**)

If your existing installation is a Network Administrator Install you should only have to install the update on the server in the same way and all T4NETNODE installations should automatically update the next time that they are started.

To confirm that the update has installed correctly, click on the **Help** menu and select **About**. A dialogue will be displayed showing the current version and its release date, among other information. The version information here should be the same as that of the installation package.

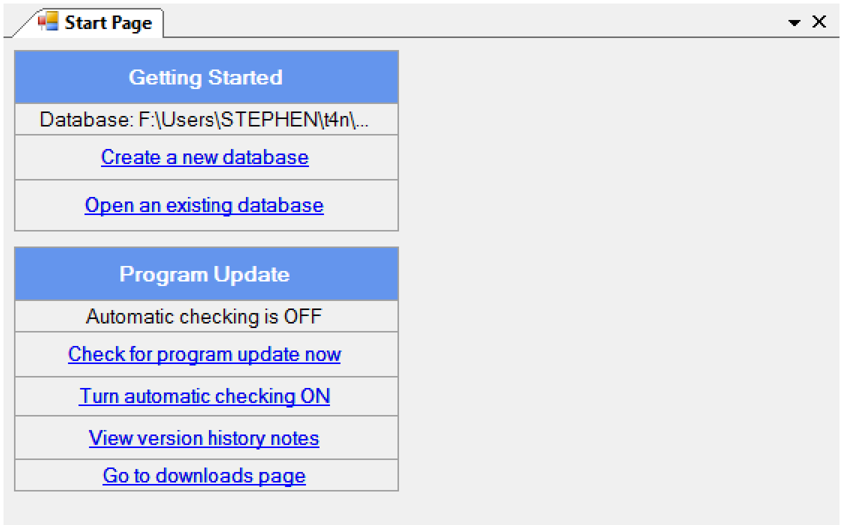
2.2 Starting the Program

A T4 TimeSaver.NET icon, like the one below, will be automatically created on your desktop. Additionally, the **Start** menu will contain the T4 TimeSaver.NET icon in the T4 TimeSaver.NET program group.

T4 TimeSaver.NET 2008

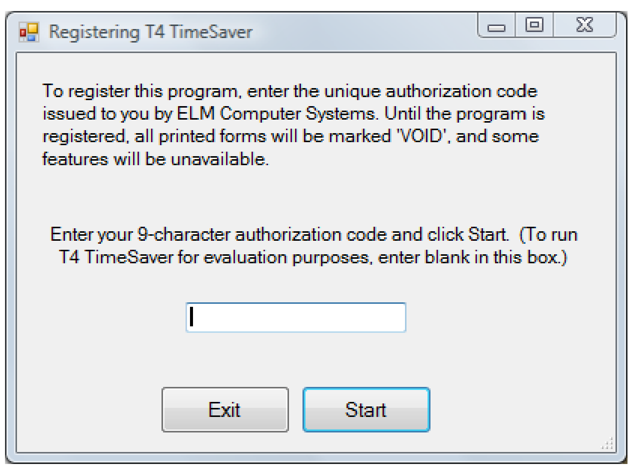
Double clicking on the T4 TimeSaver.NET icon will start the T4 TimeSaver.NET program. The Start Page will be displayed when T4 TimeSaver.NET begins. The Start Page provides immediate access to

some basic functionality of T4 TimeSaver.NET. Specifically, you will be able to create/open a database, check for program updates, view basic version information and visit the T4 TimeSaver.NET website (**T4 TimeSaver**).



2.3 Registration

You will see a registration screen when T4 TimeSaver.NET is started for the first time. Your copy of T4 TimeSaver.NET must be registered before full functionality of the program is activated. Enter the unique authorization code issued to you by ELM Computer Systems to register this copy of the program. You can then click on the **OK** button on the registration screen to begin using T4 TimeSaver.NET.



You may enter data into T4 TimeSaver.NET without registering the program by clicking on the **OK** button without entering an authorization code, but you will be unable to produce a valid return until the registration number is entered. Several functions will also be unavailable until the software is registered.

The opportunity to register will be available each time you start the program until registration has been completed.

T4 TimeSaver.NET program is copyright (c) 1987-2008 by ELM Computer Systems Inc. Please refer

to the License Agreement for full details of the agreement between ELM Computer Systems Inc. and users of the package.

2.4 User Names and Passwords

T4 TimeSaver.NET Plus Only

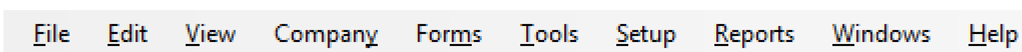
If you purchased the T4 TimeSaver.NET Plus version license, you will be prompted for a user name and password each time you start the software. You can enter any name you wish to use for a username. There should be a unique user name assigned to each person or workstation.

The first time you enter a new user name, you will be prompted to enter a password for the user and to confirm that this is a new user. You can change the password later by selecting the **Change Your Password** 128 option from the **Setup** 28 menu.

Each user name is associated with a corresponding user profile which contains the settings (current database, screen layout, print destination & etc.), associated with the user. Each user can establish their own preferences and default values by selecting **User Settings** 125 from the **Setup** 28 menu.

2.5 Main Menu

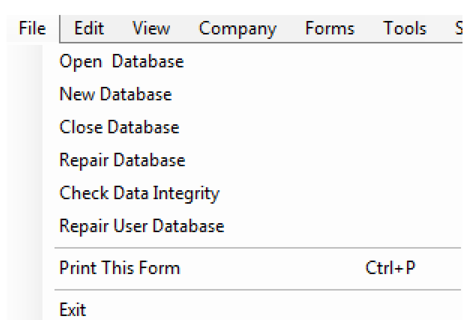
The title bar of the main window contains the name of the program and the name of the current database. Beneath it is the main menu. Each menu item can be accessed by clicking its name or by holding down the ALT key at the same time you depress the underlined letter of the desired menu item. Each menu has a submenu of functions relating to the menu name. Any menu or submenu item that is greyed out is not currently available.



Note: Some menu items lead to options that are only available in the T4 TimeSaver.NET Plus. These menu items will appear in the menus of the Basic version and, if selected, will inform the user that the chosen option is available only in the Plus version.

2.5.1 File Menu

File Menu



Any menu or submenu item that is greyed out is not currently available.

Open Database - Opens an existing 2007 or 2008 Original T4 TimeSaver or T4 TimeSaver.NET database (if you are opening a 2007 Original T4 TimeSaver or T4 TimeSaver.NET database the **Convert Databases** 118 dialogue will be displayed)

New Database - Creates a new T4 TimeSaver.NET database

Close Database - Closes the currently open database.

Repair Database - Checks currently open database and repairs any damage.

Check Database Integrity - Checks integrity of currently open database.

Repair User Database - Checks database storing user information (user name, session status & etc.) and repairs any damage.

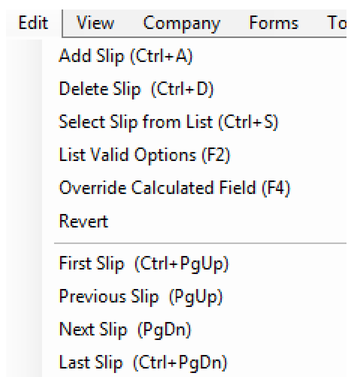
Print This Form / CTRL + P - Sends currently open form to the default printer.

Exit - Closes all open forms and dialogues and exit T4 TimeSaver.NET

Once T4 TimeSaver.NET as been used to access one or more databases, a list of recently used databases will appear below the Exit menu item.

2.5.2 Edit Menu

Edit Menu



Any menu or submenu item that is greyed out is not currently available.

Add Slip / CTRL + A - Adds one slip of the current type to the current return.

Delete Slip / CTRL + D - Deletes the currently open slip.

Select Slip from List / CTRL + S - Displays a list of all slips of the current type from which one may be selected for display.

List Valid Options / F2 - Lists valid inputs for fields flagged with the icon.

Override Calculated Field / F4 - Allows entering custom data into a calculated field.

Revert - Removes changes made to slip after most recent save.

First Slip / CTRL + PgUp - Displays first slip in current sort order.

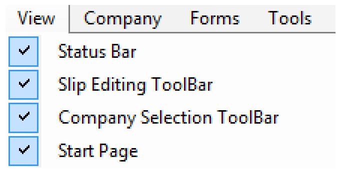
Previous Slip / PgUp - Displays previous slip in current sort order.

Next Slip / PgDn - Displays next slip in current sort order.

Last Slip / CTRL + PgDn - Displays last slip in current sort order.

2.5.3 View Menu

View Menu

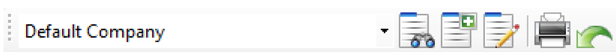


Any menu or submenu item that is greyed out is not currently available.

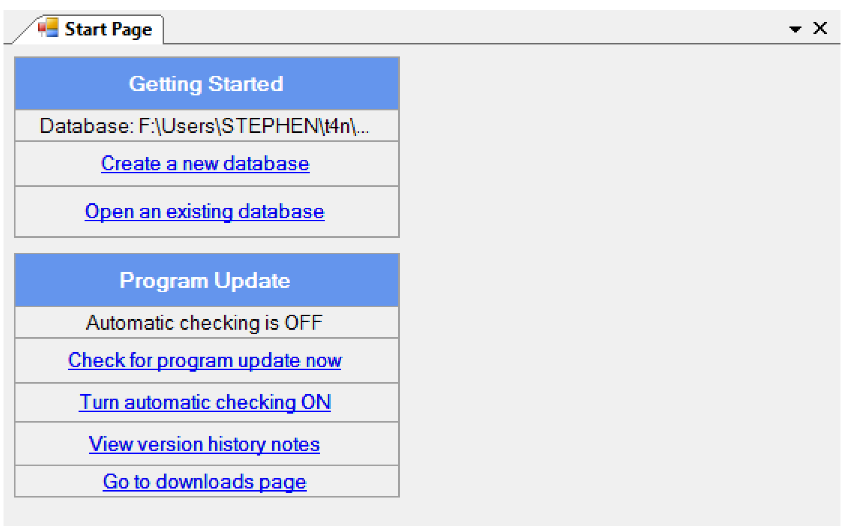
Status Bar - Toggles display of the status bar at the bottom of the T4 TimeSaver.NET window.

Slip Editing ToolBar - Toggles display of the Slip Editing ToolBar.

Company Selection ToolBar - Toggles display of the Company Selection ToolBar.

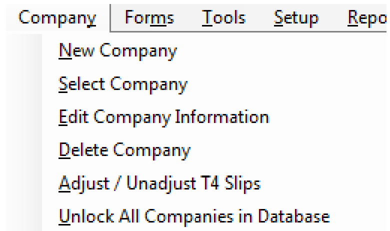


Start Page - Toggles display of the Start Page.



2.5.4 Company Menu

Company Menu



Any menu or submenu item that is greyed out is not currently available.

New Company - Used to create a new company

Select Company - Selects from a list of existing companies

Edit Company Information - Used to change general company 41 information, adjustment options 42 and net pay 43 calculation settings

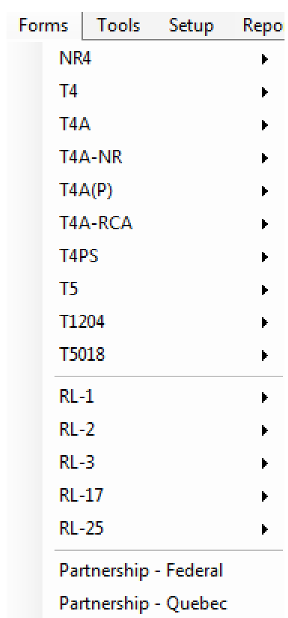
Delete Company - Deletes the current company, after confirmation

Adjust/Unadjust T4 Slips - Adjust/Unadjust 45 T4 slips for current company, or any combination of companies

Unlock All Companies in Database - Closes all open companies; either by improper program termination or by not exiting T4 TimeSaver.NET

2.5.5 Forms Menu

Forms Menu

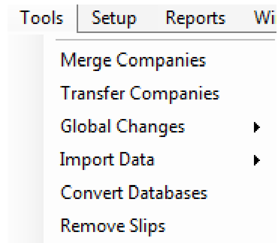


Any menu or submenu item that is greyed out is not currently available.

The Forms Menu lists all forms available in both Basic and Plus versions of T4 TimeSaver.NET and is used to access the various information slips for data entry. Forms that are not available in the Basic version (such as the Partnership forms) will appear in the Forms Menu and, if selected, will inform the user that the chosen option is available only in the Plus version.

2.5.6 Tools Menu

Tools Menu



Any menu or submenu item that is greyed out is not currently available.

Merge Companies - Opens the Merge Companies 110 dialogue

Transfer Companies - Opens the Transfer Companies 111 dialogue

Global Changes - Make global changes to Adjustment Options 42, Contact Information 113 and Slip Information 114

Import Data - Allows you to import data into T4 TimeSaver.NET from Excel and XML format files, you can also use the Open Excel Templates from this menu to access the Excel Templates to help you properly format an import file

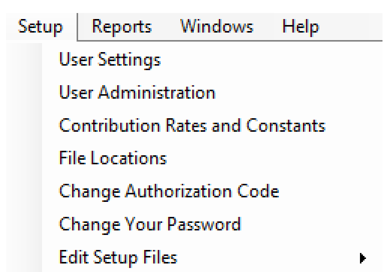
Convert Databases - Converts databases 37 from 2007 Original T4 TimeSaver, 2008 Original T4 TimeSaver or 2007 T4 TimeSaver.NET data into 2008 T4 TimeSaver.NET format

Remove Slips - Removes slips 119 of any or all types from any or all companies

Note: Some menu items lead to options that are only available in the T4 TimeSaver.NET Plus. These menu items will appear in the menus of the Basic version and, if selected, will inform the user that the chosen option is available only in the Plus version.

2.5.7 Setup Menu

Setup Menu



Any menu or submenu item that is greyed out is not currently available.

User Settings - Configures per-user settings for New Company Defaults 121, T4 Adjustment Defaults 121, Data Entry 122, Electronic Filing 148 and other Options 125

User Administration - Opens User Administration 125 dialogue to create, modify or delete user accounts; manage database access restrictions; and create a default user template

Contribution Rates and Constants - Edit Contribution Rates and Constants 127 used in CPP, QPP, PPIP & EI calculations & adjustments

File Locations - Displays the folders 127 used by T4 TimeSaver.NET for data, output & settings

Change Authorization Code - Used to enter a new or replacement Authorization Code 128

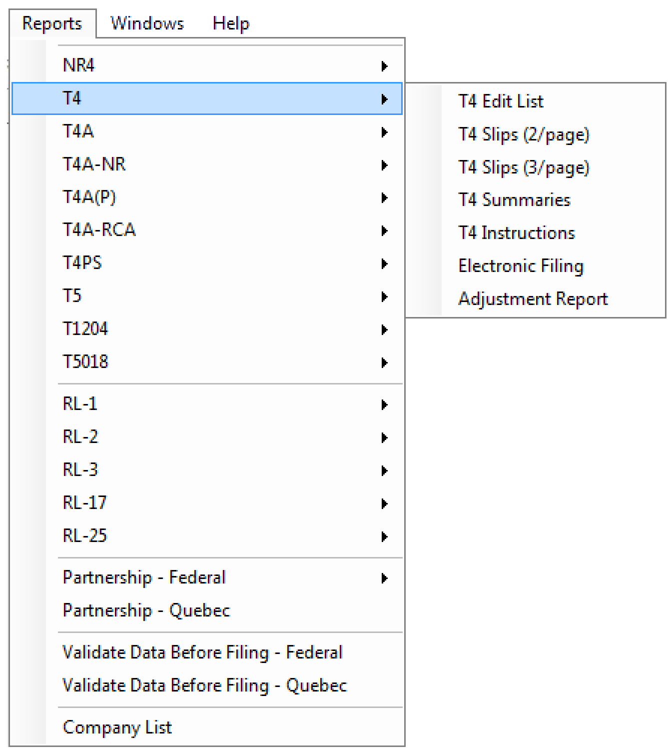
Change Your Password - Changes the current user's password 128

Edit Setup Files - To be used with T4 TimeSaver.NET technical support to directly edit System Settings 129, Paths 129 and User Settings 129

Note: Some menu items lead to options that are only available in the T4 TimeSaver.NET Plus. These menu items will appear in the menus of the Basic version and, if selected, will inform the user that the chosen option is available only in the Plus version.

2.5.8 Reports Menu

Reports Menu

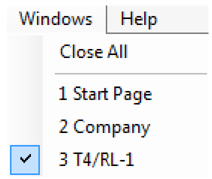


Any menu or submenu item that is greyed out is not currently available.

The Reports Menu lists all forms available in both Basic and Plus versions of T4 TimeSaver.NET and is used to prepare the various information slips for printing. Forms that are not available in the Basic version (such as the Partnership forms) will appear in the Reports Menu and, if selected, will inform the user that the chosen option is available only in the Plus version. The option of whether to print two slips per page or three slips per page will be available only when selecting from T4 reports.

2.5.9 Windows Menu

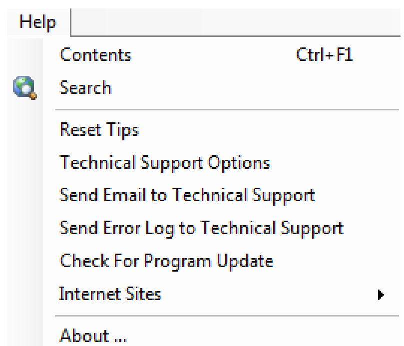
Windows Menu



From the Windows Menu the user can see all windows currently open in T4 TimeSaver.NET and switch between them. The currently active window will be indicated by a check mark and any window can be chosen by clicking on it.

2.5.10 Help Menu

Help Menu



Any menu or submenu item that is greyed out is not currently available.

Contents - Displays a list of all help topics

Search - Search the help file for specific words or phrases

Reset Tips - Restores pop-up help settings to the default value of displaying pop-up help where applicable

Technical Support Options - Displays various ways by which T4 TimeSaver.NET **technical support** 15 may be contacted

Send Email to Technical Support - Creates a new email to send to T4 TimeSaver.NET technical support (including: Program version, Username, Authorization Code, Program Installation Path and Current Database), you must be connected to the Internet for the email to be sent

Send Error Log to Technical Support - Sends an error log to T4 TimeSaver.NET technical support

Check For Program Update - Checks the T4 TimeSaver.NET website (**www.t4timesaver.com**) if an update has been posted and prompts for download & installation if one is found

Internet Sites - List a variety of product and tax related websites

About - Displays current status of T4 TimeSaver.NET (including: Program version, Authorization

Code, Program Installation Path and Current Database)

2.6 Toolbar

The Toolbar appears directly below the main menu and enables quick, single click access to frequently used functions. Any item that is greyed out is not currently available.

Company Name - Displays the current company name. Use the dropdown box to select from the list of companies.

Select a different company -  - Opens the list of companies. Highlight the desired one and click Select.

Add a new company -  - Opens the Add new company dialog window.

Edit company information -  - Opens the Edit company information dialog window.

Print current form -  - Opens the Print dialog window for the currently open form.

Revert -  - Restores data entry fields to their original values.

New -  - Adds a new slip of the type currently in focus.

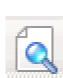
Delete -  - Deletes the current slip. You will be asked to confirm the deletion.

Go to first form -  - Switches to the first slip for the company in the current sort order.

Go to previous form -  - Switches to the previous slip for the company in the current sort order.

Go to next form -  - Switches to the next slip for the company in the current sort order.

Go to last form -  - Switches to the last slip for the company in the current sort order.

Find specific slip -  - Opens the list of recipients to locate a specific slip.

Sort Order - Displays the current slip sort order. Use the drop down box to select whether slips will be

sorted by Data Entry Sequence, Employee Name or Employee Number

Slip number - 5 of 13 - Displays the current and total number of slips.

2.7 Use of Special Keys

Many of the menu items have short-cut key strokes which can be used instead of opening up the menu and selecting the function. These are listed below:

F1	Accesses on-line help
F2	Lists the selection list for a data entry field (indicated by an icon where applicable)
F4	Overrides calculated field
Ctrl + A	Adds a slip to the current company
Ctrl + D	Deletes the current slip from the current company data
Ctrl + P	Opens print window (with current employee selected, where applicable)
Ctrl + S	Allows you to select from the list of slips for the current company and return type
Ctrl + PgUp	Moves to the first slip for the current company
PgUp	Moves to the previous slip for the current company
PgDn	Moves to the next slip for the current company, adding a new slip if current slip is the last slip
Ctrl + PgDn	Moves to the last slip for the current company

2.8 Special Icons

A variety of special icons are used throughout T4 TimeSaver.NET to indicate additional features, information or options. These are listed below:

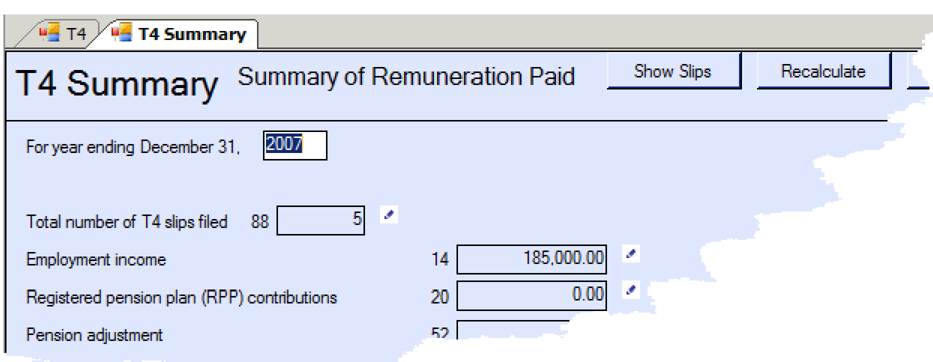
- Indicates the presence of a selection list for a data entry field, press the F2 key to display

? - Indicates that further information is available for a data entry field

** - Indicates that the **Adjustment Report** 141 has adjusted the original data

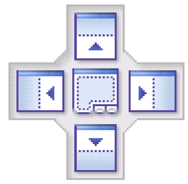
2.9 Split Screen Options

You may view multiple forms at the same time by making use of the split screen option. Begin by opening the forms you wish to view. You may open as many as you desire. Each form will have a tab along the top.

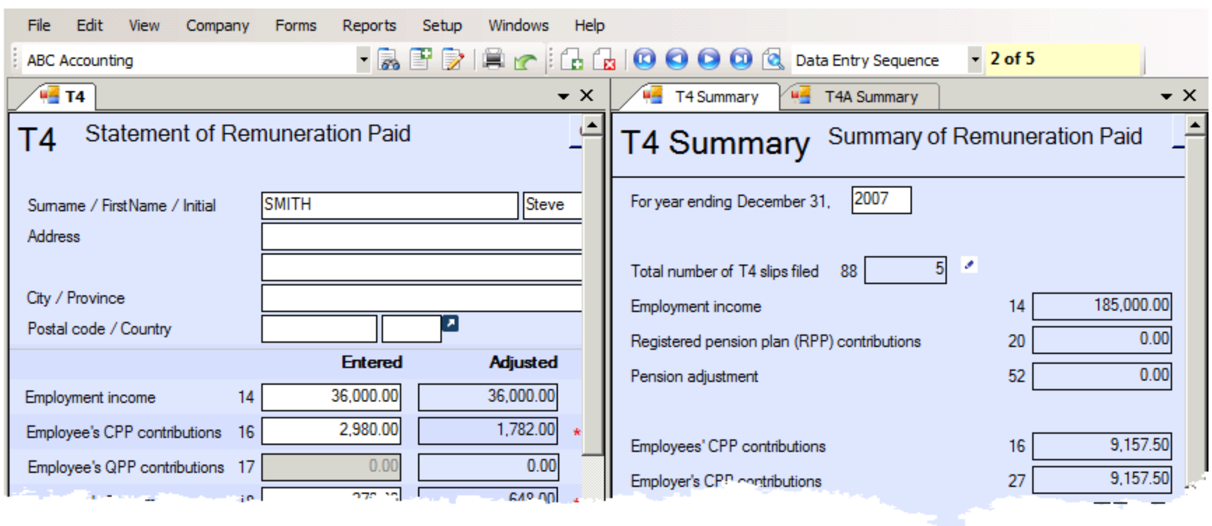


Switch between forms by clicking on the tab of the desired form. To view two forms concurrently, click

on the tab on one form and drag the form towards the centre of the T4 TimeSaver.NET window. The following image will appear:



Continue dragging the form to the part of the image that indicates the desired location of the form (top, bottom, left, right). The screen will be split in the indicated direction. The following shows the results of dragging the T4 form to the left side of the screen.



Once the screen has been split, you may move forms from one side to the other, or between top and bottom sections, by clicking on the tab for the form and dragging it to the desired location. The screen may also be split further if desired.

2.10 Input Conventions

The decimal point should be used when entering cents. Where no decimal point is entered, T4 TimeSaver.NET will assume an even dollar amount and display zero cents when the cursor is moved to the next data entry field. Pressing the [Tab] or [Enter] keys will move the cursor to the next data entry field in sequence.

New data entered into a field will overwrite existing data. You may edit existing data by using the left and right cursor control keys. as well as the [Backspace], [Delete], [Home] and [End] keys.

2.11 Getting Help

Whenever you require help, press the [F1] key to access the on-line help screens. If context-sensitive help is available it will be displayed. Otherwise use the Contents or Search tabs to access the desired topic. Links to related topics are provided for your convenience.

You can also access the help files from the **Help** 30 menu. Selecting **Contents or Search** opens the Help to the Contents or Search tabs respectively. The Internet sites submenu lists a number of Internet sites that may prove helpful.

During a technical support session our staff may request that you supply a copy of your database or a record of the settings currently being used by T4 TimeSaver.NET installation at your location. To send ELM a copy of your current database select the **Help** 30 menu, then the **Send an E-mail to Technical Support** sub-menu, then the **Send Current Database** sub-menu. Please be assured that we will treat any data sent to us with the strictest of confidence and will delete all copies once your question has been answered.

To send ELM a listing of your current program settings select the **Help** 30 menu, then the **Send an E-mail to Technical Support** sub-menu, then the **Send Other Email** sub-menu.

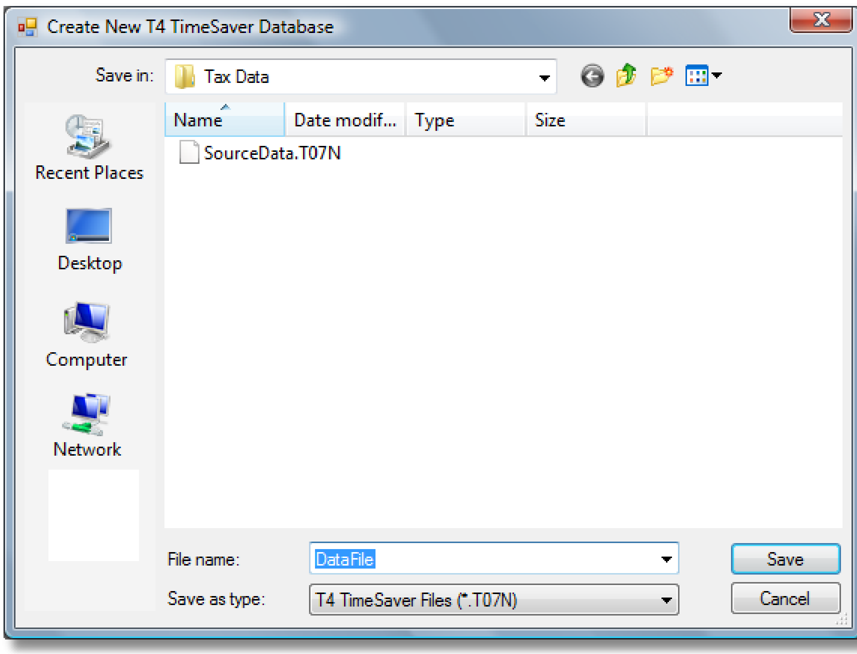
Please note that client confidentiality agreements between your office and its clients may prohibit sending client and/or corporate data to another entity such as ELM.

Part III

3 Working with Databases

3.1 Creating a Database

A T4 TimeSaver.NET database is a collection of the data for one or more companies in a single file on your computer. Each database can contain the data for numerous companies and you can create as many databases as you wish. (Note: The Lite version of T4 TimeSaver.NET is restricted to one database with a maximum of 5 companies). To create a database select **New database** from the **File** menu.



First, select the folder in which you want to store the database. You can select any local or network folder available to your computer. If a multi-user network version of T4 TimeSaver.NET is being used, the database is normally stored on a network drive so that it can be accessed by other users.

Next, you will need to give the database a name. Enter a valid Windows filename. If you enter the extension, it must be "T08N." If no extension is entered the extension will default to "T08N". Users familiar with the Original T4 TimeSaver should note that the file extension of T4 TimeSaver.NET is "T08N" while that of the Original T4 TimeSaver is "T08."

Click **Save** to create the database and exit the *Create New Database* dialog box. The new database will be automatically opened and its name will appear in the title bar of your T4 TimeSaver.NET window.

If you already have a database open when you choose **New database** the current database is automatically closed before the new database is created unless you cancel the procedure.

3.2 Opening a Database

To work with an existing database, you must open it. Choose **Open Database** from the **File** menu. Browse to the path and folder that contains the required database. Select or type the name of the document you want to open in the *File name* field. You can open databases with the following filename extensions:

T07: Previous year's (2007) Original T4 TimeSaver database
T08: Current year's (2008) Original T4 TimeSaver database
T08N: Current year's (2008) T4 TimeSaver.NET database

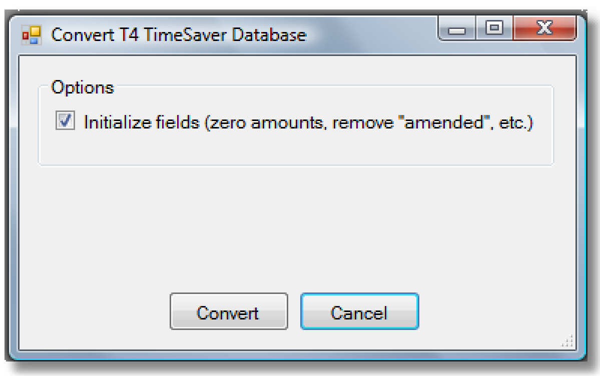
If you attempt to open a database with a “T07,” "T08" (Original T4 TimeSaver database) or "T07N" (T4 TimeSaver.NET database) extension you will be asked if you wish to convert the selected database into the 2008 T4 TimeSaver.NET format. If you respond “Yes” a new database will be created which contains all of the company and employee information that was in the source database. The source database will not be affected.

If no database exists you will need to create one by selecting **New database** from the **File** menu.

NOTE: If you are unable to access most items under the "Company" Menu, the most likely cause is that no database has been opened in T4 TimeSaver.NET. You can only create a company or enter company information when a database is open. Likewise, you will only be able to enter forms once a company has been created.

3.2.1 Convert Database

When you open a “T07," "T08" (Original T4 TimeSaver) or "T07N" (T4 TimeSaver.NET) database, you will be given the option to set all dollar values to zero and to remove any “amended” markers by checking the initialize fields box. Otherwise, all dollar values will be maintained and amended slips will still be labeled amended.



3.3 Closing a Database

Close the current database by selecting **Close database** from the **File** menu.

The database must be closed to allow you access to the file through your operating system in order to move or backup the file without closing T4 TimeSaver.NET.

3.4 Repair Database

The database repair routine in T4 TimeSaver.NET performs two functions. It compacts databases to save space and it recovers from certain types of file corruption caused by power failures, software or hardware problems, and most common types of operator errors. However, certain situations such as physical damage to the data storage media (hard drive or disks), or inadvertent erasure of files cannot be rectified by database repair routine.

<u>WARNING</u>: IN NO CASE SHOULD YOU RELY SOLELY ON THE DATABASE REPAIR ROUTINE OF T4 TIMESAVER.NET TO PROTECT YOUR FILES FROM ACCIDENTAL ERASURE OR ANY OTHER LOSS OR CORRUPTION. YOU ARE RESPONSIBLE FOR ENSURING THAT ADEQUATE BACKUP COPIES OF ALL YOUR FILES (BOTH DATA AND PROGRAMS) ARE MADE ON A

REGULAR, SYSTEMATIC BASIS.

When to repair a database

The system constantly checks the validity of its files, and if it detects any corruption it will report it. This could occur if you had turned off the computer (or re-booted) without exiting T4 TimeSaver.NET or had a power failure. If you run out of disk space you may also experience some problems with the data. In this case, you should free up some disk space before proceeding with the database repair routine.

If you get an error message about a corrupted database, you should run the **Repair Database** option in the **File** menu to attempt to correct the damage. Before using this tool it is advisable to make a backup copy of your database. You can copy the database to removable media or to another hard drive.

Select the **Repair Database** option from the **File** menu. Choose **Yes** to select the current database or **No** to select another. If you have chosen to select a database, highlight the correct database directory and name from the list of available databases and click **Open**. You will be asked to confirm the name of database to be repaired. The process will begin as soon as you click **Yes**. You will be informed when the repair is complete. Any data that cannot be fixed will be discarded. You can then open the database again, and continue as usual.

Part IV

4 Company Information

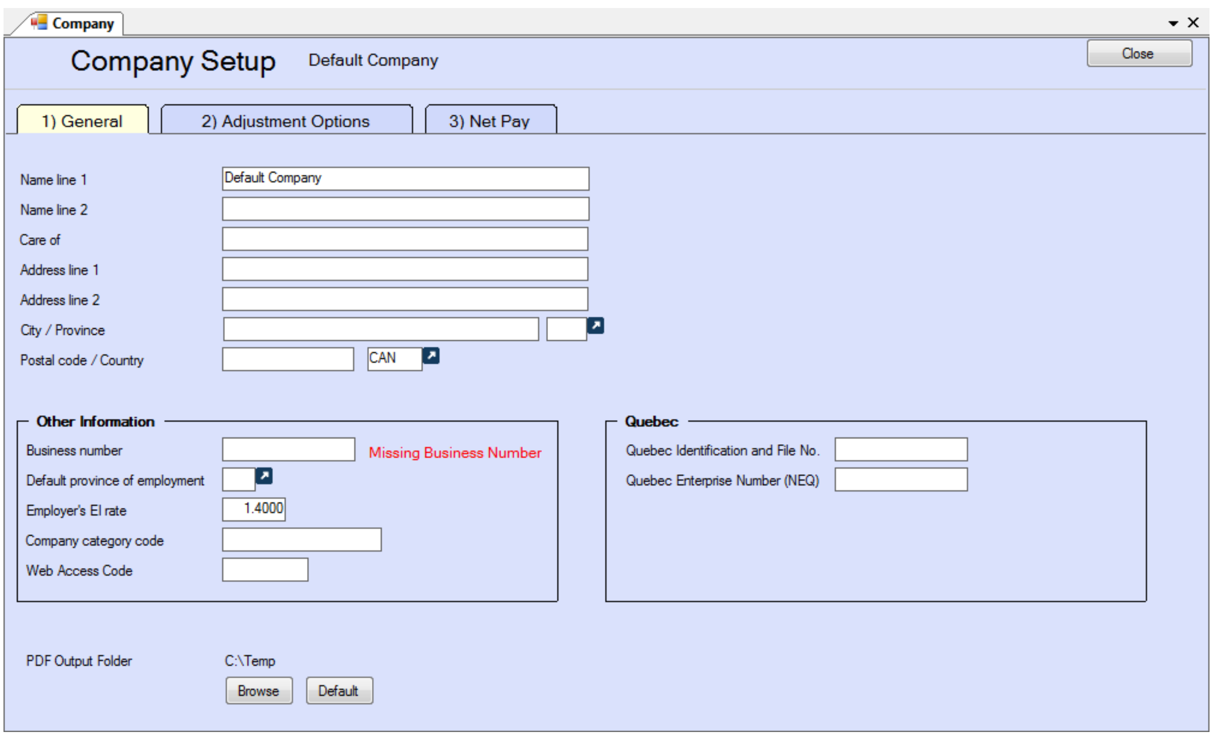
4.1 Creating a Company

You can enter as many companies as you would like into each database. To create a new company in the current database, select **New Company** from the **Company** menu. Enter the company name and press the **OK** button. If the company name already exists in the current database, you will be asked to confirm the new company name.

Company information is entered in three sections: **General** 41, **Adjustment Options** 42, and **Net Pay** 43. You should enter as much of the requested company information as possible when you add a new company.

4.1.1 General

Enter the full name and address of the company.



Other Information

Business Number

You must enter a valid business number if you wish to file slips and summaries for this company using electronic filing. The Business number will have the format:

*nnnnnnnnn*RP*nnnn* (where *n* represents a numeric character)

Default Province of employment

T4 TimeSaver.NET will automatically use the default value for the Default Province of Employment that you entered on the **New Company Defaults** page in the **Setup** menu. Enter a different province of employment if applicable.

Employer's EI rate
The Employer's EI Rate is automatically set to 1.4000. You may make any changes required for this particular company by simply typing in the correct information.

Company category code
The company category field is a user defined field that allows you to group the companies into categories. Enter a different company category name for each group of companies.

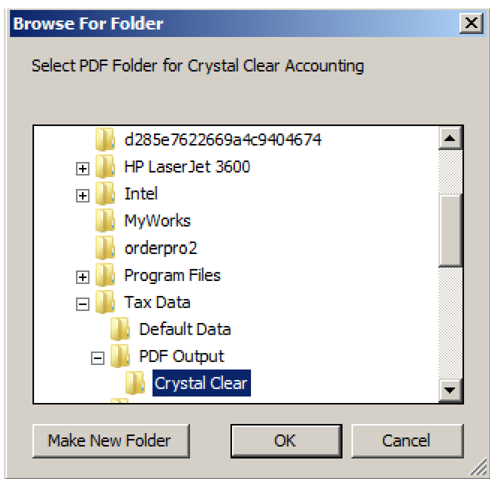
Web Access Code
Enter the web access code supplied by CRA on the pre-printed summary supplied to the company This data in this field is for information purposes only and is neither used by T4 TimeSaver.NET nor forwarded to the CRA when submitting returns over the Internet.

Quebec Identification and File No.
Enter the Quebec Identification and file number for the company if you will be submitting any Quebec forms. The 16 digit number will have the format

*nnnnnnnnnn*RS*nnnn* (where *n* represents a numeric character)

Quebec Enterprise Number (NEQ)
Enter the Quebec Enterprise number for the company if you will be submitting any Quebec forms. It is 10 digit number issued to a company when the business is registered.

PDF Output Folder
Set the desired location of PDF copies of printed slips and summaries for this company. You may use one location for all companies, or set up a different folder for each company. Click the **Browse** button to set the location.

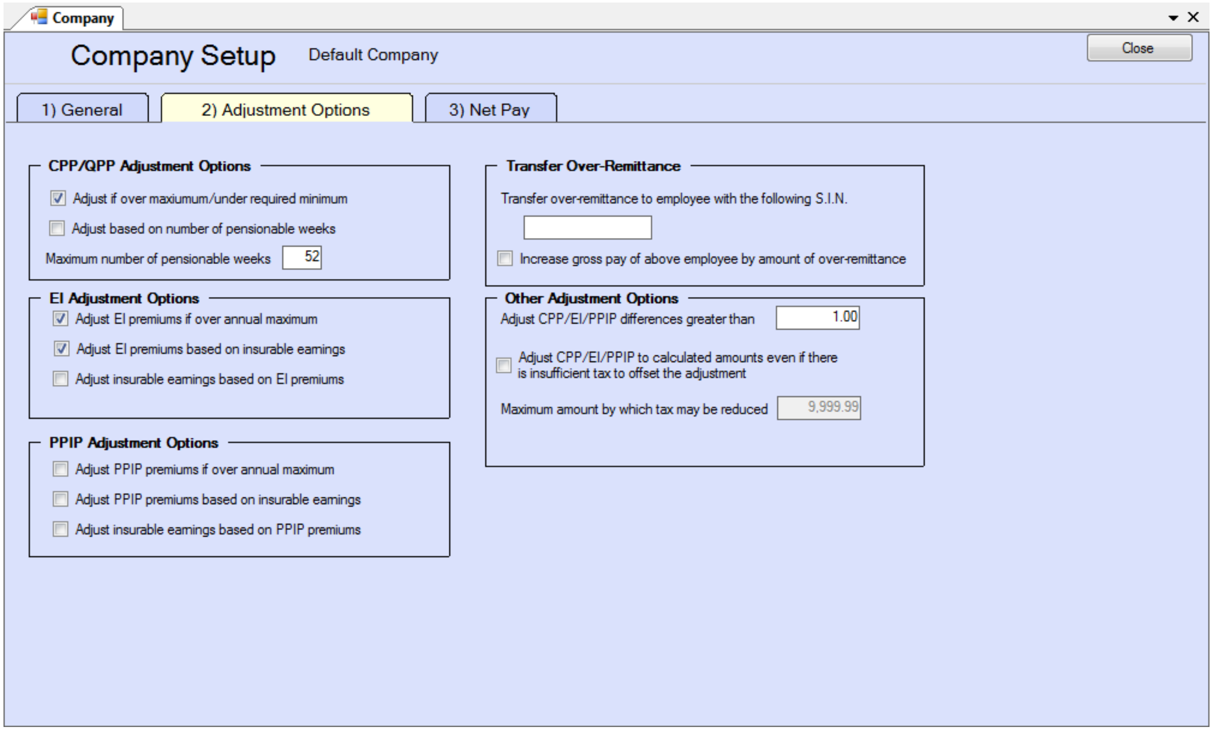


Select an existing folder or use the **Make New Folder** button to create a folder for this company

4.1.2 Adjustment Options

With T4 TimeSaver.NET you have the flexibility of customizing your method of adjusting CPP and EI discrepancies for individual companies. When you add a new company, T4 TimeSaver.NET will automatically insert the default values that you entered on the **T4 Adjustment Defaults** page in the **Setup** menu.

You may make any changes required for this particular company by simply typing in the correct information. For further information see Adjusting T4s 82.



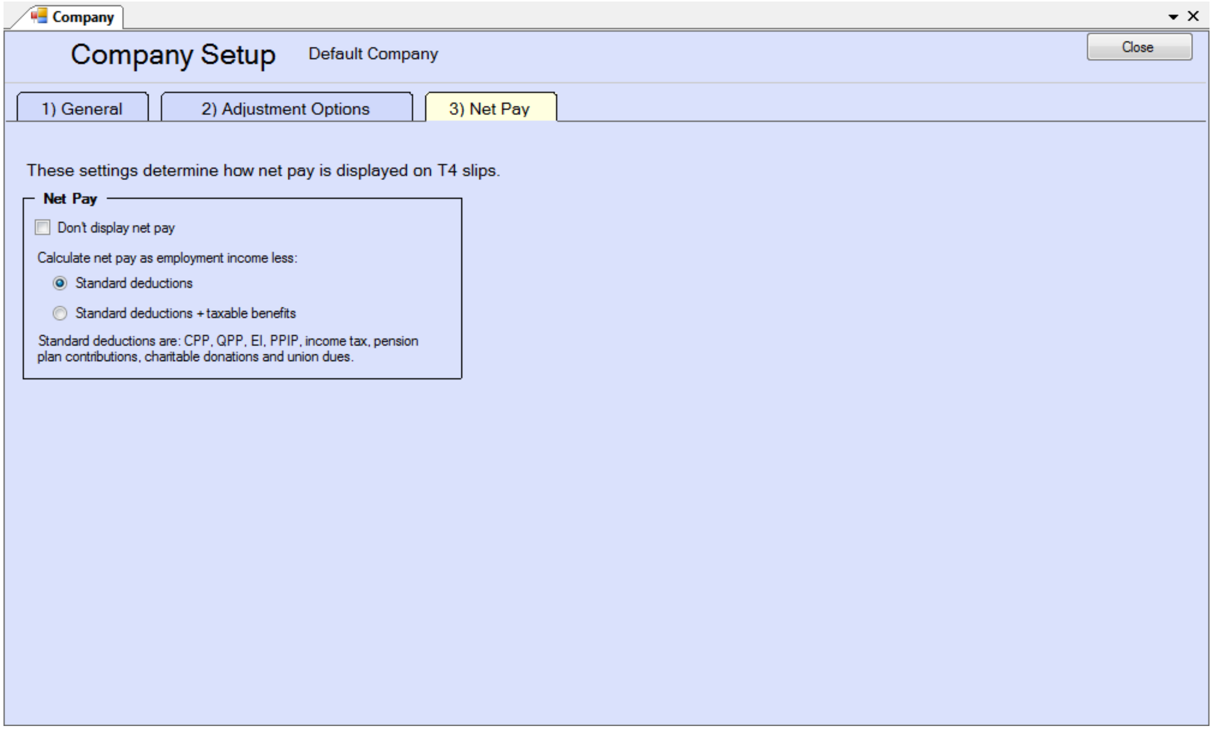
If, for a specific company, you have changed the values for the Tax Centre, the Taxation Services Office code, or the Default Province of Employment, in the General section (or any of the options in the Adjustment Options section) pressing the **User Defaults** button will restore the default values that are stored in the **User Settings** 129. You will be asked to confirm your choice.

4.1.3 Net Pay

Use this screen to indicate how Net Pay should be displayed for the current company. Check the checkbox if you do not wish the net pay to display at all. If you do wish to display the net pay, decide between whether or not to include taxable benefits in the net pay calculation. Net pay will always include the standard deductions of: CPP, QPP, EI, PPIP, Income Tax, Pension Plan Contributions, Charitable Donations and Union Dues.

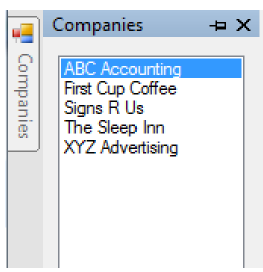
Note that the Standard Deduction includes both provincial (Québec) and federal taxes. Taxable Benefits will be the sum of all boxes representing taxable benefits. Other deductions (if there are any) must be entered manually to arrive at the appropriate figure for Net Pay.

You can switch between these two methods of calculating the Net Pay by selecting the appropriate option.

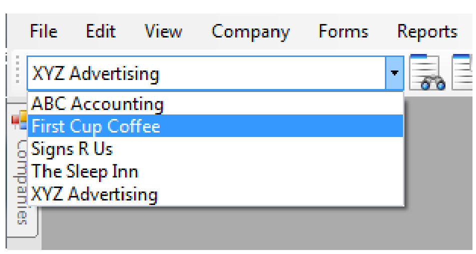


4.2 Selecting a Company

To switch to another company, choose **Select Company** from the **Company** menu. A list of all the companies stored in the current database will appear. Highlight the desired company and press **Select** or double click on the company name. Click on the thumbtack to keep the company list open for ease of switching between companies.



You can perform the same function by simply clicking on the current company name visible at the top of the form. A drop down list of the companies in the database will appear. Simply click on the company of choice.



4.3 Editing Company Information

You can edit the company information by selecting **Edit Company Information** from the **Company** menu. You can add any missing information or change any information entered previously in any or all of the three sections. See Creating a Company 41 for details on the various fields.

Replicate Company Address
This button will copy the information in the current company address and care-of lines to all companies in the current database.

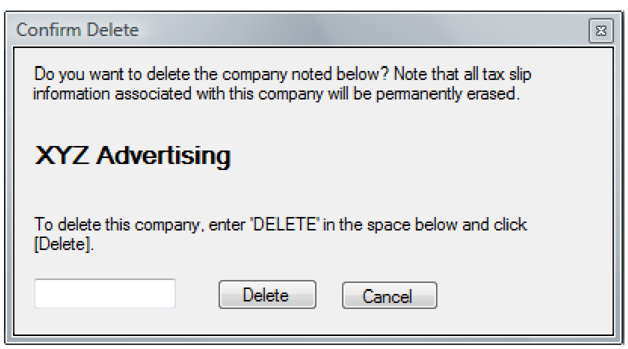
Replicate Employee Address
This button will copy the information in the *Default Employee Address* section of the data entry screen to all employees of the current employer (or all slips for the current company).

User Defaults
If you have changed any of the adjustment options, pressing the **User Default** button will restore the default values that were recorded during setup. You will be asked to confirm the copying of this information.

Sometimes it may be necessary to make changes to the T4 Adjustment options for a number of companies. Instead of making the changes on each company's T4 Adjustment Options tab you can make the changes on the T4 Adjustment Defaults tab in the Setup menu. Then simply press this User Defaults button on the T4 Adjustment Options tab for each individual company.

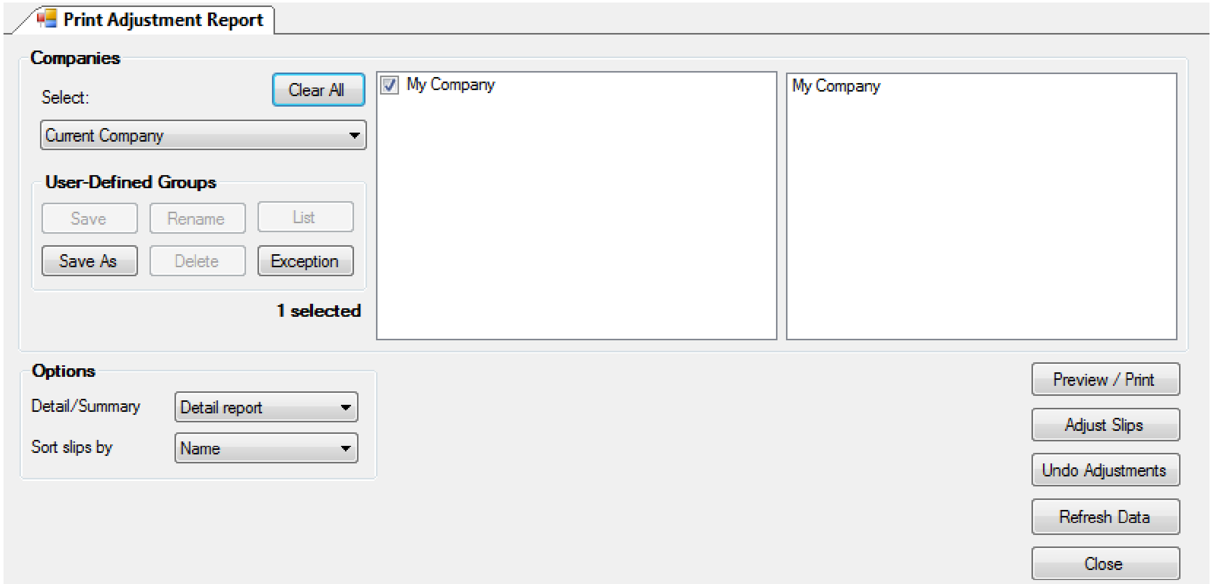
4.4 Deleting a Company

Delete the current company, and all slips and summary forms associated with the company, by selecting **Delete Company** from the **Company** menu. You will be given a warning and asked to confirm the deletion of the company by typing the word "DELETE".



4.5 Adjust/Unadjust T4 Slips

This option opens the Print Adjustment Report window. The menu allows you perform the functions associated with adjusting T4s for a company.



Companies

Choose which company(ies) to adjust by selecting All Companies, Current Company, Most Recently Used, Selected Companies, or a user-defined group name from the drop down list. If you choose to Select Companies, place a check mark beside the company names of the companies you wish to include.

User-Defined Groups

You can create a user-defined group of companies by first choosing Selected Companies from the Companies drop down list, and then placing a check mark beside the names of the companies you wish to save in a group. Save the selection list by clicking the **Save As** button and entering a name for the selection. The group name will be added to the Companies drop down list. If you subsequently make changes to the list, use the **Save** button to save your changes. Use **Rename** to change the group name, or **Delete** to delete the group altogether. **List** will create a report listing the companies included in the group. **Exception** will create a report listing any companies that are not included in any groups.

These user-defined groups are available from any report or form printing menu.

Options

Select whether you require a detailed or summary report and whether you wish the results to be displayed in Name, S.I.N. or Employee Number order.

Preview/Print

Use this button to both perform the adjustment calculations and create the adjustment report. The adjustments will be made according to the adjustment options you have entered for the company. See Adjusting T4s 82 for further information about the adjustment options. The report will appear as a PDF file on your monitor. The report can be saved to file, printed, exported or emailed from the preview window. This same report can be generated by selecting **T4** then **Adjustments** from the **Reports** menu.

Adjust Slips

Select **Adjust Slips** to adjust the CPP and/or EI for all of the employees in a given company, or selection of companies, at one time, without producing the Adjustment Report. The adjustments will be made according to the adjustment options you have entered for the company. See **Adjusting T4s** 82 for further information about the adjustment options. The adjusted values will appear in the "Adjusted" column on the T4 and/or RL-1 slips when you view them and be printed on the T4 and/or RL-1 slips when they are printed.

Undo Adjustments

Select **Undo Adjustments** to remove the adjustment information from the T4 and/or RL-1 slips when you view them and to revert back to the entered values on the T4 and/or RL-1 slips when they are printed.

Refresh Data

Use this button to update any company data that may have changed since the Print Adjustment Report window was opened.

4.6 Unlock all Companies in Database

Select **Unlock all Companies in Database** from the **Company** menu. Use this function when an error message is displayed stating that a particular company is locked by a user, when that user is not, in fact, accessing the company. This would occur if T4 TimeSaver.NET was not exited correctly. You will be asked to confirm the unlock.

Part V

5 Entering Slips

Choose the type of slip you wish to enter by selecting it from the **Forms** menu. The following are some of the functions you can use:

5.1 Add Slips

This function is used to add a new slip of the type you are currently entering to the active company. Access this function by selecting **Add Slip** from the **Edit** menu, clicking on the **Add Slip** icon in the icon toolbar, or by pressing **[Ctrl] + [A]**. A blank data entry form will appear in which you may enter the information for an individual slip.

After entering data in a box you may press either the **Enter** or **Tab** key and the cursor will move to the next box. The cursor only stops at the boxes that have been checked off on the corresponding **Data Entry** 122 tab of the **Setup** menu. (Note: there are Data Entry tabs for the most commonly used form types)

You will be warned if the data you have entered is invalid.

5.2 Delete Slips

Select **Delete Slip** from the **Edit** menu, click on the **Delete Slip** icon in the icon toolbar, or press **[Ctrl] + [D]**. This function will delete the slip currently displayed on the screen. You will be asked to confirm the deletion.

If you delete the only slip, the slip window will be closed.

5.3 Sorting Slips

During data entry or review of slip information you can modify the sequence of the slips by selecting the desired field from the dropdown list in the icon toolbar (located to the left of the slip number field). The fields available for sorting will vary by the type of slip. The slip currently being displayed will remain on the screen.

5.4 Selecting Slips

Choose **Select slip from list** from the **Edit** menu to display a list of all the recipients for the current company. Clicking on the **Find Slip** icon in the icon toolbar performs the same function. Select from the list by clicking on the desired recipient. The slip for the recipient selected will appear on the screen.

The slips will be listed in the sort order selected in the dropdown list in the icon toolbar.

5.5 Entering Data

The data entry screen for each type of slip contains input fields that correspond to the boxes on the printed forms, plus some control fields required by T4 TimeSaver.NET. Descriptions of some of these boxes are listed below under the corresponding type of slip. See the guides provided by CRA for information about the regulations concerning the contents of any of the particular boxes.

There are a number of features available to make data entry as quick and easy as possible. Many fields, for example the Province field, have white arrows to the right of the box. This indicates that there are a limited number of valid options for this field. Double click in the box or on the arrow to select from the valid options.

You can insert the company address onto the address fields for an employee by simultaneously pressing the Shift + F6 keys. If there is more than one slip for an employee you can copy the

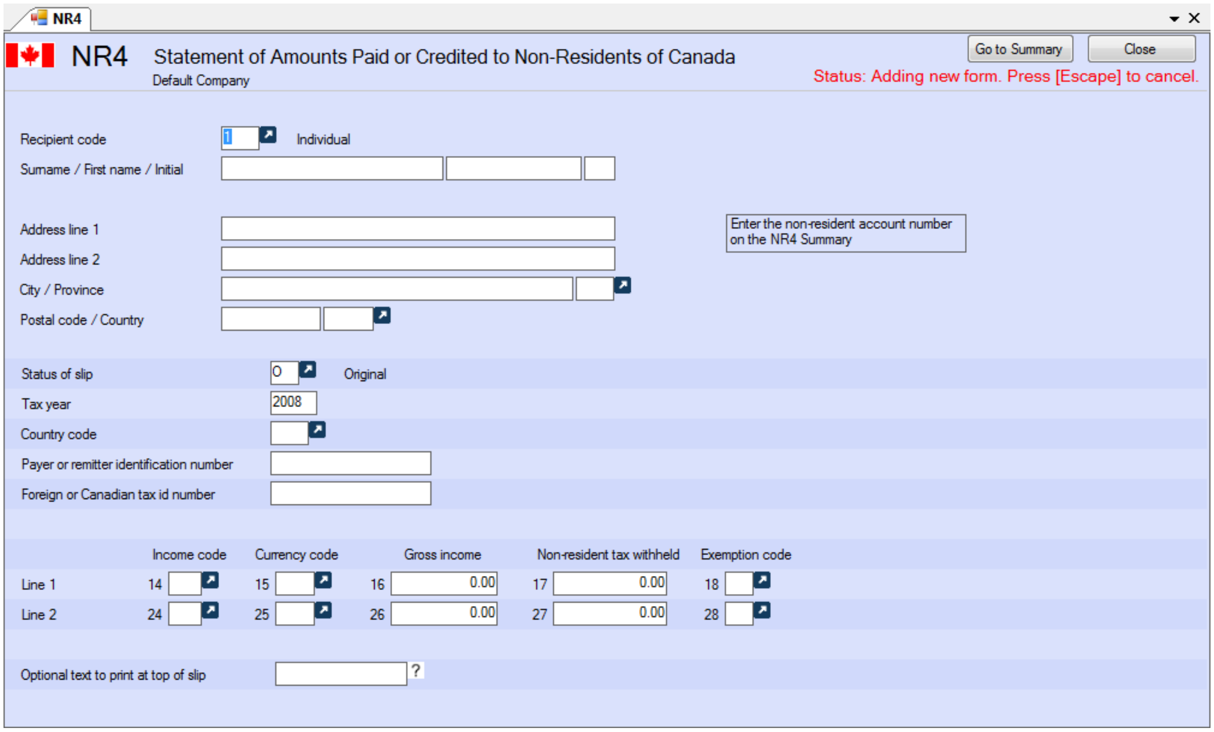
Employee information from one slip using the F7 key and then paste it onto another slip using the Shift + F7 combination of keys.

5.6 Overriding Calculated Fields

Some fields on the slips and summaries contain calculated values. If it becomes necessary to edit a calculated field you may do so by pressing the **F4** button or double clicking the icon to the right of the field. The background colour of the field will change to indicate the value is no longer the calculated value and you will be able to enter the desired value.

To return to the calculated value, click the **Recalculate** button, press **F4** again, or double click the icon to the right of the field again. You will be asked to confirm the return to the calculated value.

5.7 NR4 Input Window



Employee Name

The employee name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

Status of Slip

Select "O" for original (default value), "A" for amended or "C" for cancelled. This will cause the slip to be labelled appropriately as required by CRA. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Recipient Code

Enter one of the following valid codes to identify the types of recipient:

1 - if the income was earned by an individual
2 - if the income was earned by a joint account (two individuals).
3 - if the income was earned by a corporation.
4 - if the income was earned by an association, a trust (fiduciary-trustee, nominee, or estate), a club, a partnership, or other.
5 - if the income was earned by a government, government enterprise, or international organization.

Income Code

Enter the appropriate numeric income code, or select one from the drop down list, to indicate the source of the income being reported.

Currency Code

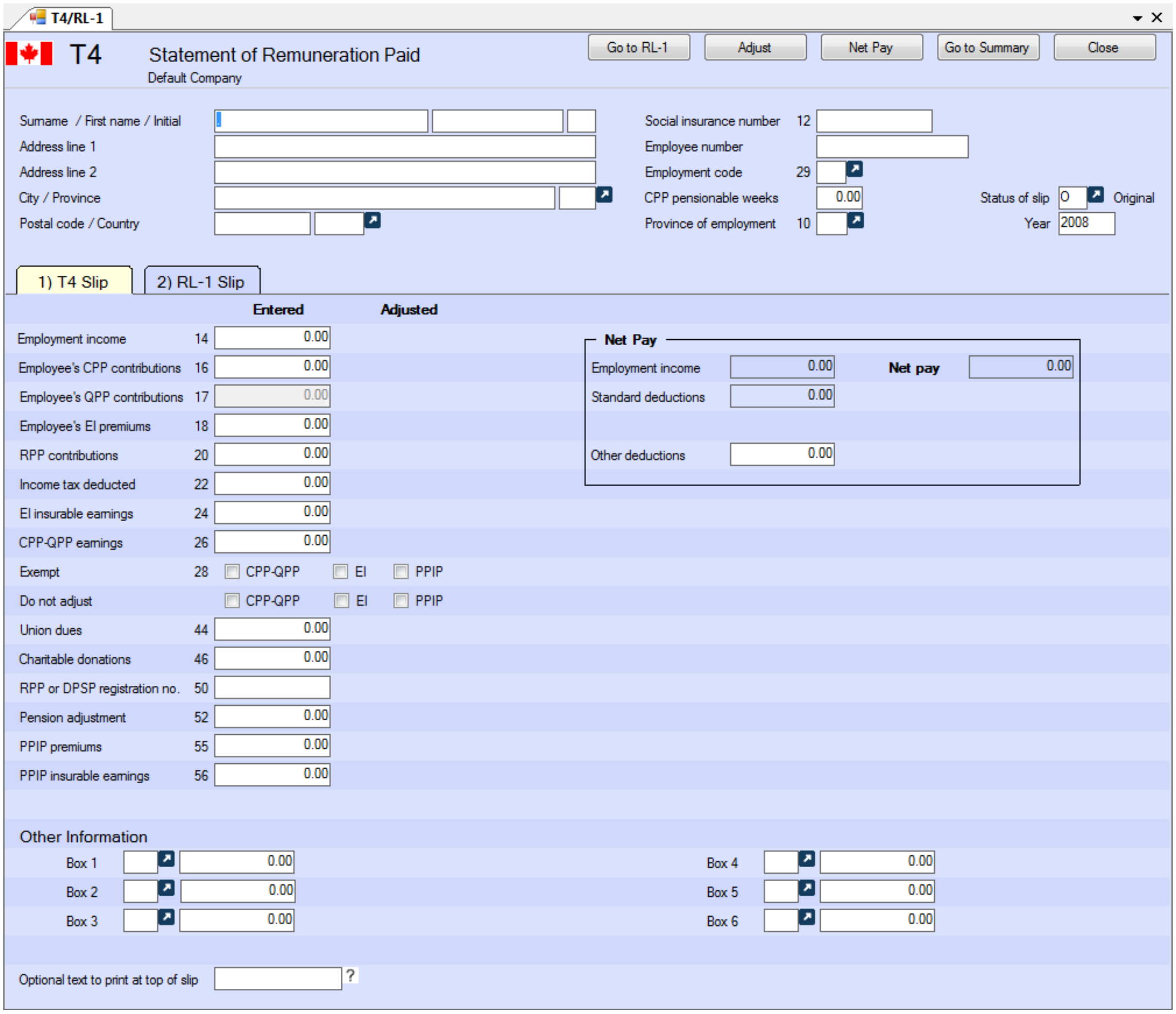
Gross income and non-resident tax withheld should be reported in Canadian funds. However, if you cannot convert these amounts, CRA will convert both these values to Canadian currency based on the currency code entered here and the average annual rate. Ensure that both the gross income and the non-resident tax withheld are in the same currency and that the appropriate three letter code is selected.

Exemption Code
Enter the applicable exemption code, or select it from the drop down list. See Appendix C in the CRA Publication T4061 Non Resident Withholding Tax Guide.

Optional Text to Print at Top of Slip
Information entered here, to a maximum of 15 characters, will be printed at the top of the slip.

Go To Summary Button
Click on this button to display the NR4 Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

5.8 T4 Input Window



Employee Name

The employee name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

Province of Employment

T4 TimeSaver.NET will automatically insert into Box 10 the code for the province of employment entered in the General section of the Company Information. You may, of course, override it for a specific employee.

S.I.N. Validation

T4 TimeSaver.NET will check the validity of the S.I.N. entered and will change the colour of the S.I.N. box to red if the S.I.N. is invalid. You can, however, ignore the warning and continue to enter other information. The formula used to test the value of the S.I.N. is found in the CRA Publication: Formulae for Federal and Provincial Deductions for Computer Users.

When the edit list or detailed adjustment report is printed or displayed, there will be an asterisk beside

any invalid S.I.N. values.

CPP Pensionable Weeks

If you have selected "Adjust based on number of pensionable weeks" for the CPP/QPP Adjustment Option on the **Adjustment Options** 42 section of the **Company Information** 113, a value must be entered into the input field "CPP Pensionable Weeks". This field will default to 52 or 53 depending on the value entered under Maximum Number of Pensionable Weeks, but you may override this value for specific employees.

EI Insurable Earnings

A value should only be entered in the EI Insurable earnings box when it is not equal to zero or to the gross pay amount (Box 14). If no amount in entered, Box 24 will be left blank on the printed slip as required by CRA.

CPP/QPP, EI and PPIP Exempt Boxes

You may check one or both of the CPP/QPP and EI Exempt boxes as appropriate for the current employee.

Do not check the CPP/QPP exempt box if you entered an amount in Box 16 or Box 26. Check CPP/QPP exempt only if the earnings were exempt for the entire period of employment.

Do not check the EI Exempt box if you entered an amount in Box 18 or Box 24. Check EI exempt only if the earnings were exempt, or if they were not eligible for the entire reporting period of employment.

Do not check the PPIP Exempt box if you entered an amount in Box 55 or Box 56. Check PPIP exempt only if the earnings were exempt, or if they were not eligible for the entire reporting period of employment.

CPP/QPP, EI and PPIP Do Not Adjust Boxes

Check one or both of these boxes to indicate that this particular slip should not be adjusted when the slips for this company are adjusted. This allows you to adjust some slips while leaving others as entered.

Other Income

Record other income in the boxes provided at the bottom of the window. The type code of the income should be indicated in the Box field with the corresponding Amounts directly beside. Press F2 or double click the box field to display a list of available codes. See your Tax Guide for a list and description of appropriate type codes.

Status of Slip

Select "O" for original (default value), "A" for amended or "C" for cancelled. This will cause the slip to be labelled appropriately as required by CRA. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Optional Text to Print at Top of Slip

Information entered here, to a maximum of 15 characters, will be printed at the top of the slip.

Go To RL-1 Button

Clicking on this button will display the RL-1 slip associated with the displayed slip, if an RL-1 exists.

Adjust Button

Clicking on this button will adjust the displayed slip. The adjustments will be made based on the adjustment options selected for the current company. These adjustments *are not* reflected in the corresponding T4 summary, unless all of the slips are adjusted using by **Printing Adjustment Reports** 141.

Net Pay Button

The employee's net pay is calculated and displayed on the screen as you enter data into each box of the T4 and may prove useful as an audit check. It will be calculated in one of the two following ways:

Employment Income - Standard Deductions - Other Deductions

or

Employment Income - Standard Deductions - Taxable Benefits

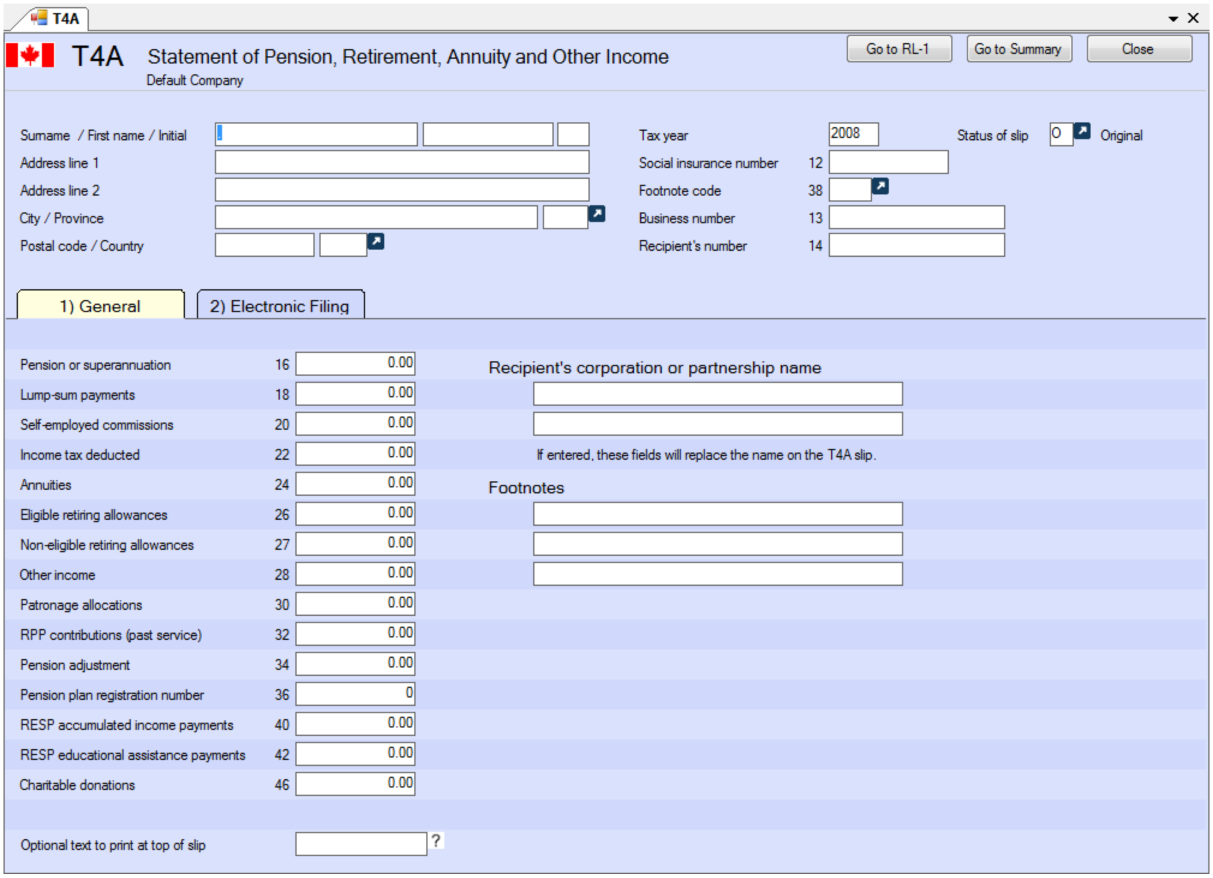
The Employment Income is the amount entered in Box A. The Standard Deductions are: CPP, QPP, EI, PPIP, Income Tax, Pension Plan Contributions, Charitable Donations and Union Dues. Note that the Standard Deduction includes both provincial (Québec) and federal taxes. Taxable Benefits will be the sum of all boxes representing taxable benefits. Other deductions (if there are any) must be entered manually to arrive at the appropriate figure for Net Pay.

You can switch between these two methods of calculating the Net Pay by clicking on the **Net Pay** 43 button and then selecting the appropriate option. You can also check the "Don't display net pay" to remove this information from the display.

Go To Summary Button

Click on this button to display the T4 Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

5.9 T4A Input Window



Recipient Name

The recipient name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

S.I.N. Validation

T4 TimeSaver.NET will check the validity of the S.I.N. entered and will change the colour of the S.I.N. field to red if the S.I.N. is invalid. You can, however, ignore the warning and continue to enter other information. The formula used to test the value of the S.I.N. is found in the CRA Publication: Formulae for Federal and Provincial Deductions for Computer Users.

Status of Slip

Select "O" for original (default value), "A" for amended or "C" for cancelled. This will cause the slip to be labelled appropriately as required by CRA. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Footnotes

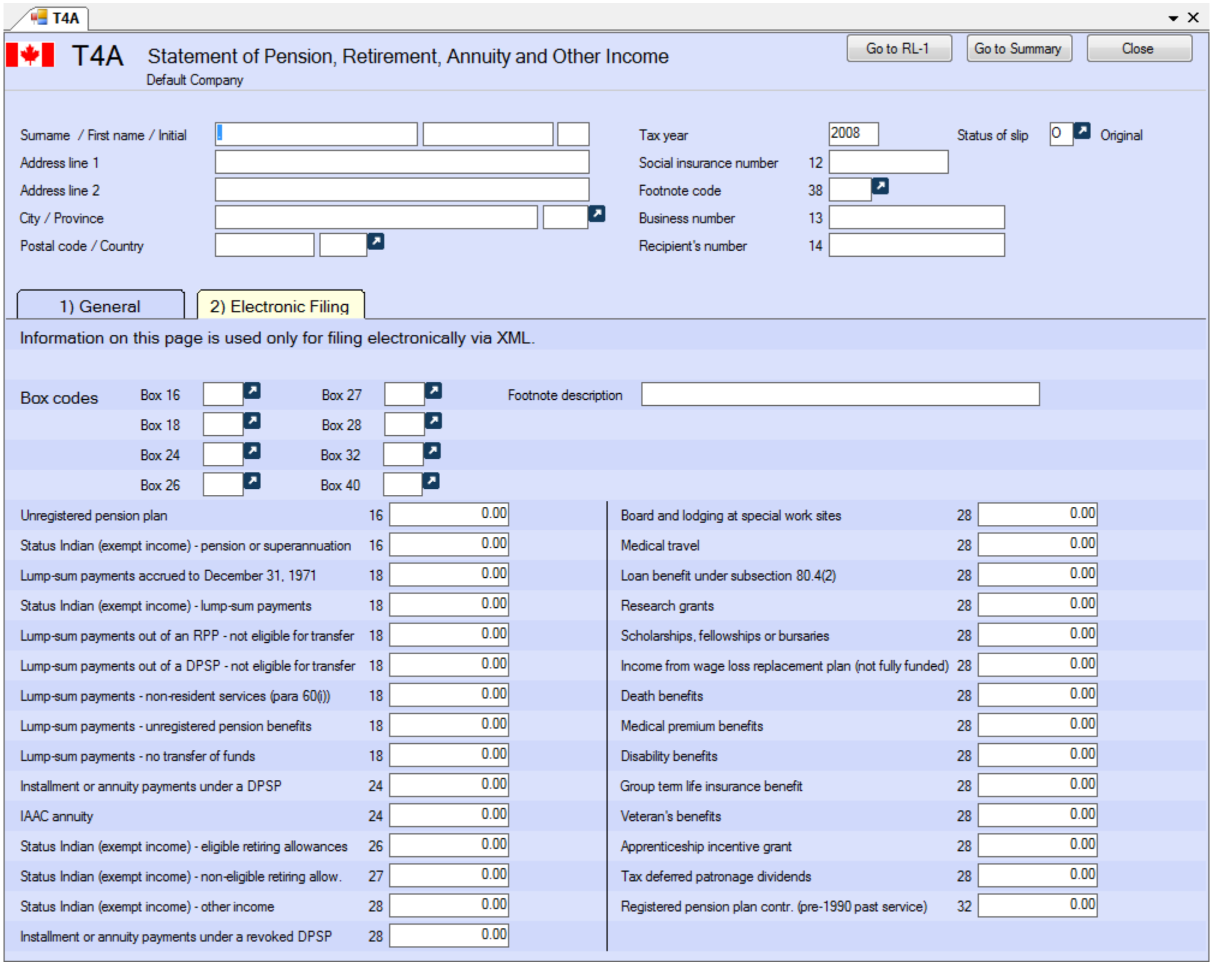
Text footnotes may be entered in the fields provided. These will be printed on paper copies of the T4A. (Footnotes for use with electronic filing submissions may be accessed by clicking on the Electronic Filing link in the top right corner of the screen.)

Optional Text to Print at Top of Slip
Information entered here, to a maximum of 15 characters, will be printed at the top of the slip.

Go To RL-1 Button
Clicking on this button will display the RL-1 slip associated with the displayed slip, if an RL-1 exists.

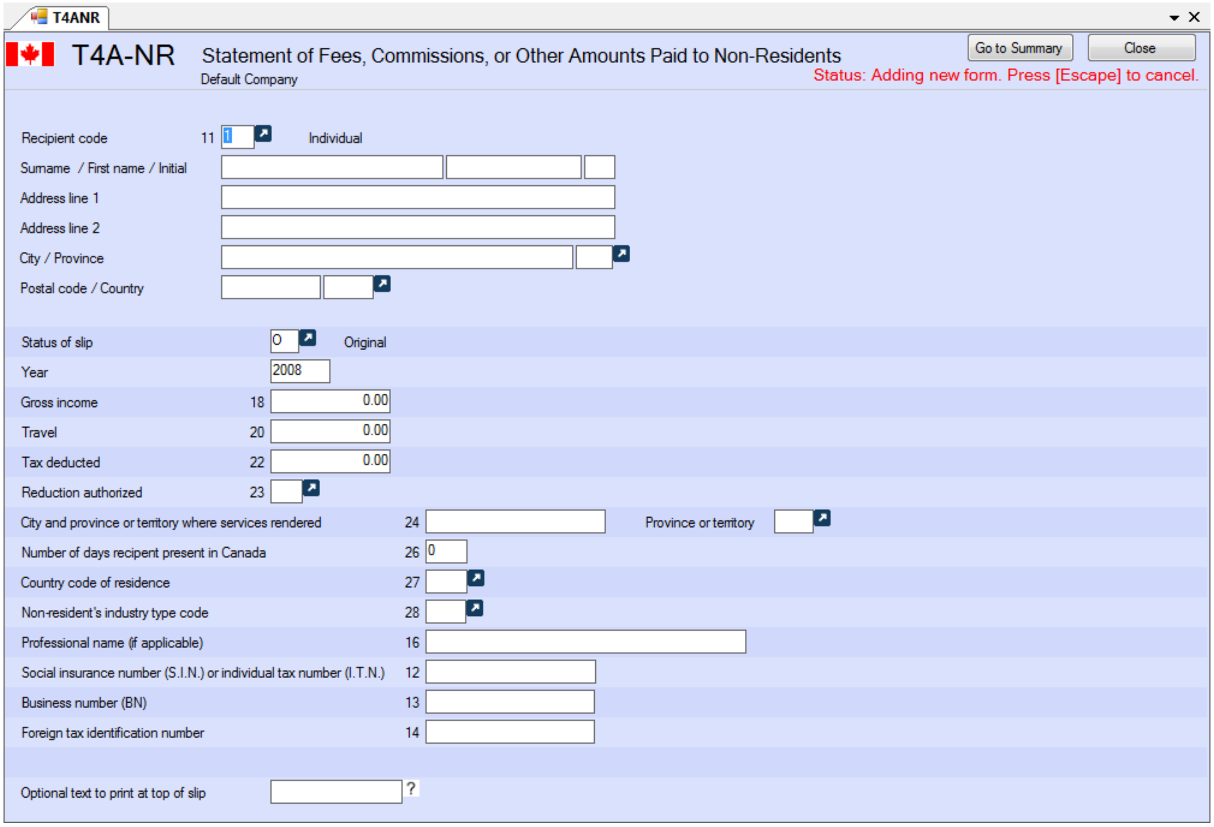
Go To Summary Button
Click on this button to display the T4A Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

5.9.1 Electronic Filing Input Window



Information entered on the "Electronic Filing" screen will be used only when filing T4A return(s) electronically. If you produce paper returns you do not need to enter information into this screen.

5.10 T4ANR Input Window



<u>Recipient Code</u>

Enter one of the following valid codes to identify the types of recipient:

1 - if the income was earned by an individual
2 - if the income was earned by a joint account (two individuals).
3 - if the income was earned by a corporation.
4 - if the income was earned by an association, a trust (fiduciary-trustee, nominee, or estate), a club, a partnership, or other.
5 - if the income was earned by a government, government enterprise, or international organization.

<u>Employee Name</u>

The employee name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

<u>Status of Slip</u>

Select "O" for original (default value), "A" for amended or "C" for cancelled. This will cause the slip to be labelled appropriately as required by CRA. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

<u>Country of Residence</u>

Enter the appropriate three character country code, or select it from the drop down list, to indicate the

country of residence of the recipient. See Appendix E for a full list of the standard three character country codes.

Non-Resident's Service Industry
Enter the four digit numeric code, or select it from the drop down list, indicating the type of service industry.

City/Province where services rendered
Enter the city name, leave a space and then type the two character province code for the province in which the services were rendered.

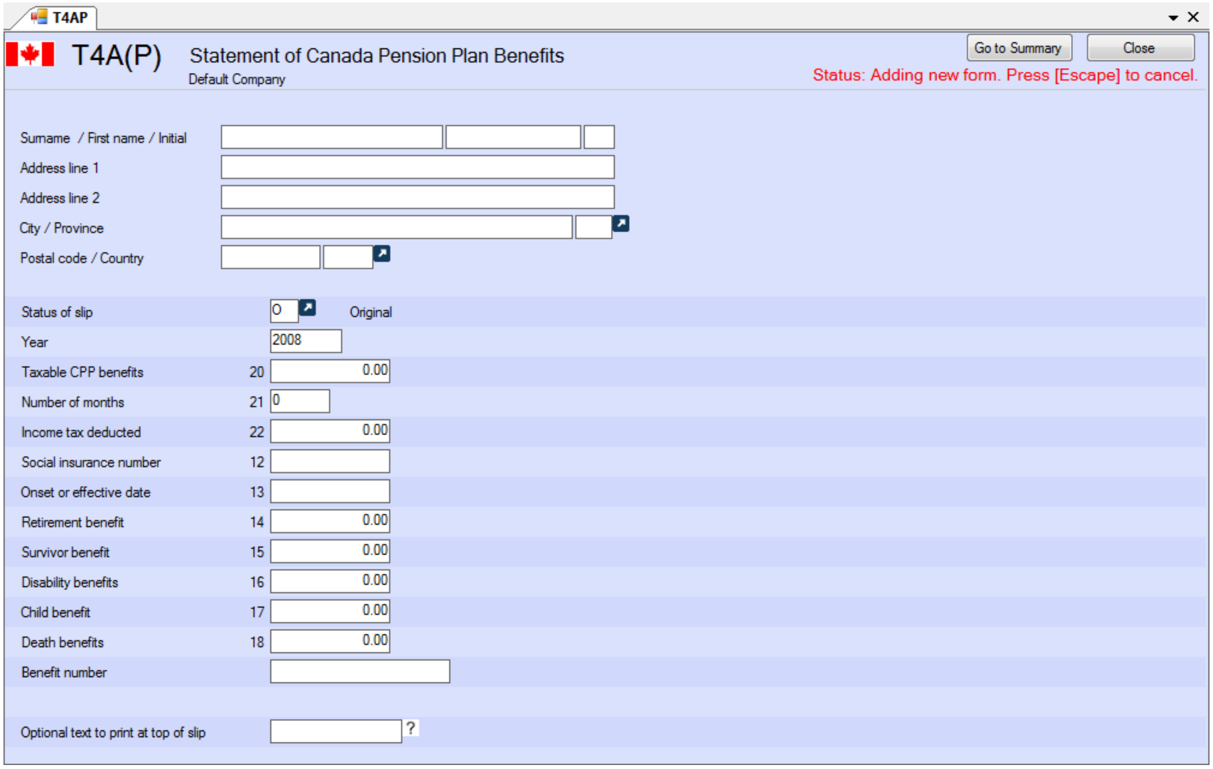
Days in Canada
Enter the total number of days the non-resident was in Canada during this calendar year while under contract with the payer. Include weekends and holidays.

Professional Name
Use this box if the professional or operating name is different from the real or legal name of the non-resident. For example, this box may be used when payments are made to non-residents in the entertainment and athletic professions.

Optional Text to Print at Top of Slip
Information entered here, to a maximum of 15 characters, will appear at the top of the printed slip.

Go To Summary Button
Click on this button to display the T4A-NR Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

5.11 T4AP Input Window



Employee Name

The employee name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

Status of Slip

Select "O" for original (default value), "A" for amended or "C" for cancelled. This will cause the slip to be labelled appropriately as required by CRA. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

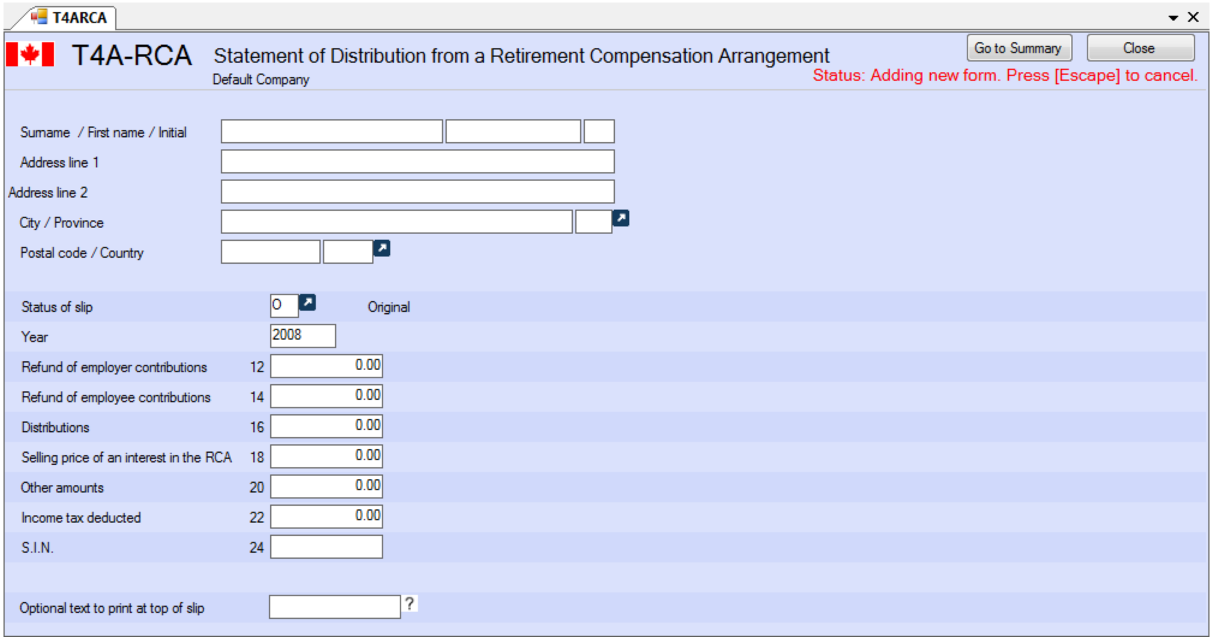
Optional Text to Print at Top of Slip

Information entered here, to a maximum of 15 characters, will be printed at the top of the slip.

Go To Summary Button

Click on this button to display the T4A(P) Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

5.12 T4ARCA Input Window



Name

The recipient name should be entered with the surname first, followed by a comma, and then the first name. The name can be formatted easily by pressing the F5 key. The T4 TimeSaver.NET program will change the surname to block letters, ensure that the first letter of the first name is capitalized, and insert a comma if none was entered (e.g. SMITH, John). Pressing the F8 key will reverse the first and last names (e.g. John Smith will be changed to SMITH, John).

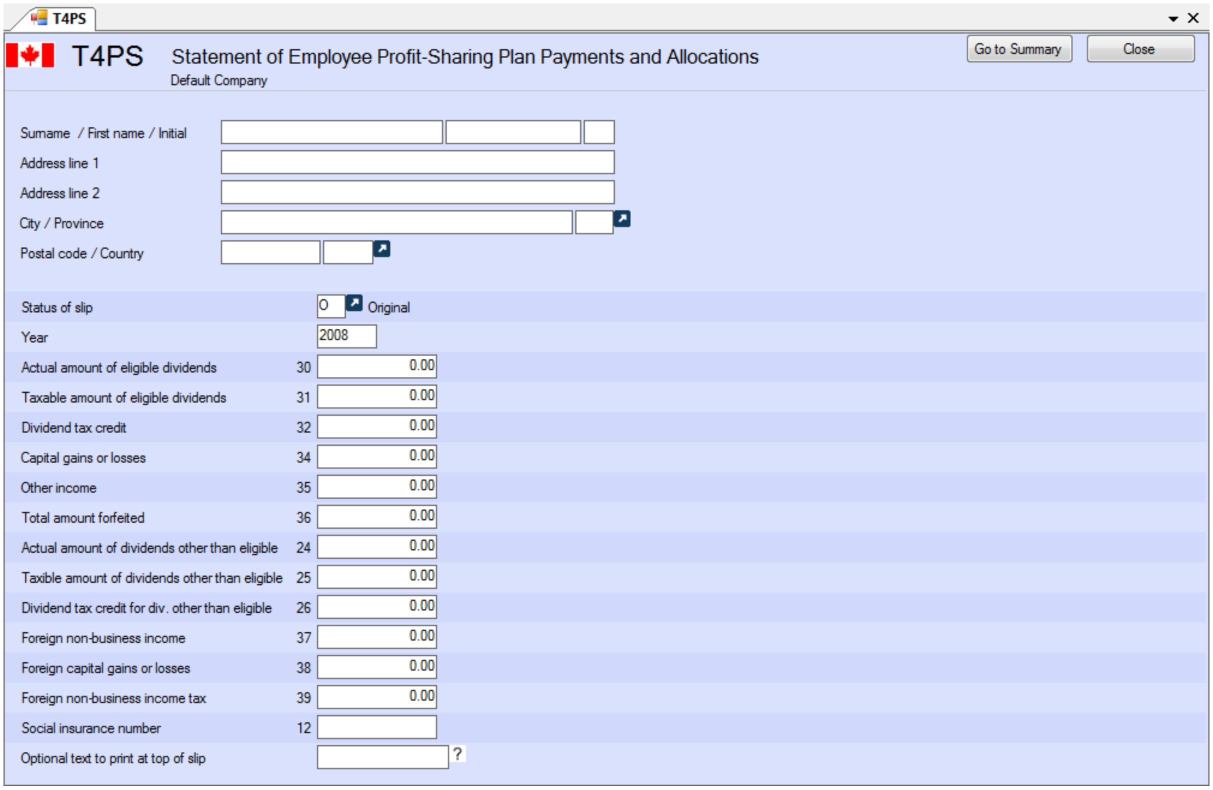
Status of Slip

Select "O" for original (default value), "A" for amended or "C" for cancelled. This will cause the slip to be labelled appropriately as required by CRA. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Go To Summary Button

Click on this button to display the T4A-RCA Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

5.13 T4PS Input Window

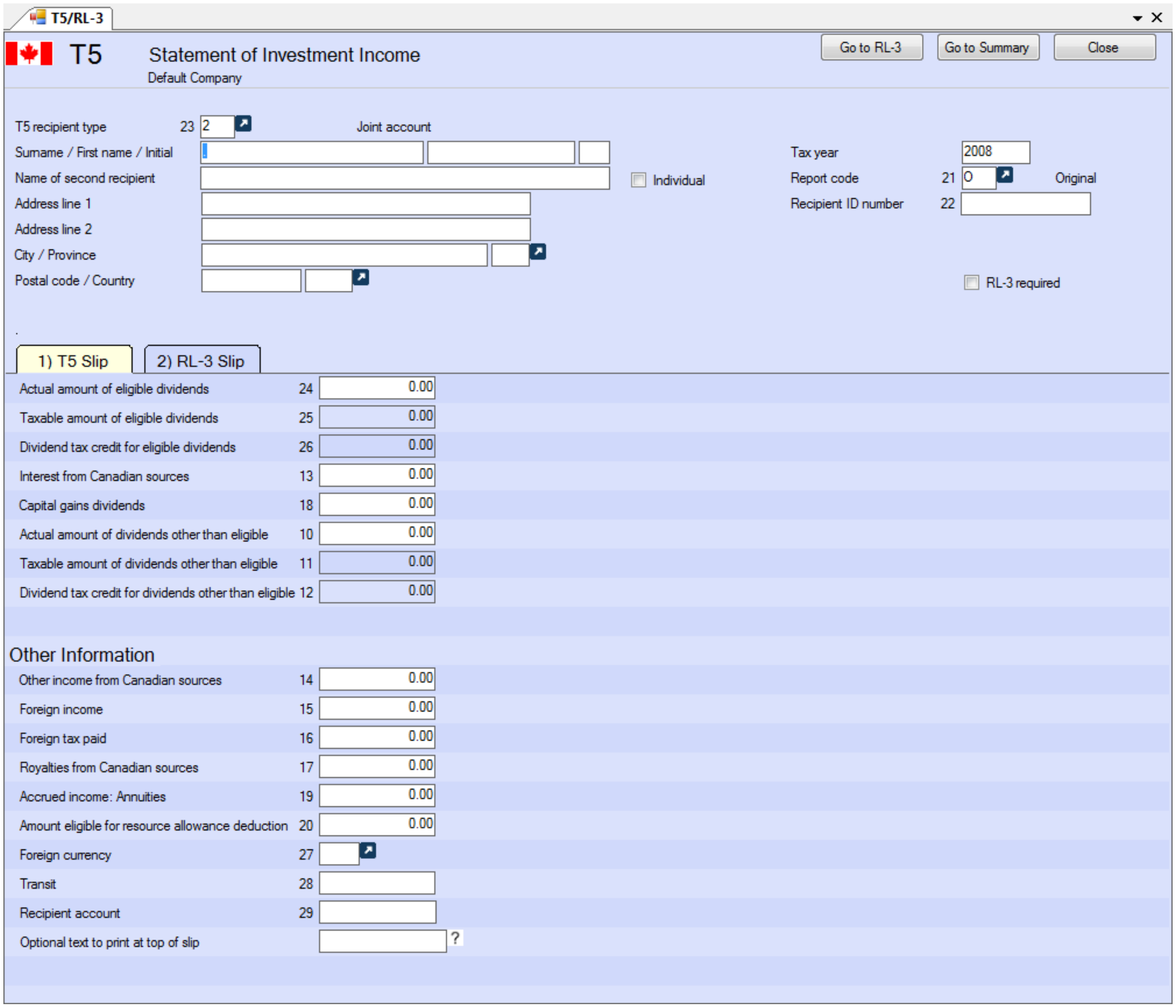


Employee Name
The employee name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

Status of Slip
Select "O" for original (default value), "A" for amended or "C" for cancelled. This will cause the slip to be labelled appropriately as required by CRA. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Go To Summary Button
Click on this button to display the TAPS Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

5.14 T5 Input Window



Recipient Name

The employee name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

Recipient ID Number Validation

If the recipient is an individual, enter the recipient's Social Insurance Number (S.I.N.). For interest credited to a joint account, enter the S.I.N. of only one of the individuals. If the recipient is not an individual, enter the recipient's business number, if available. The T4 TimeSaver.NET will check the validity of the S.I.N. or Business Number entered and display a warning if it is invalid. You can, however, ignore the warning and continue to enter other information. The formula used to test the value of the S.I.N. or business number is found in the CRA Publication: Formulae for Federal and Provincial Deductions for Computer Users.

Report Code

Select "O" for original (default value), "A" for amended or "C" for cancelled. This will cause the slip to be labelled appropriately as required by CRA. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Recipient Type

Enter one of the following valid codes to identify the type of recipient:

1 - if the investment income was earned by an individual
2 - if the investment income was earned by a joint account (two individuals).
3 - if the investment income was earned by a corporation.
4 - if the investment income was earned by an association, a trust (fiduciary-trustee, nominee, or estate), a club, a partnership, or other.
5 - if the investment income was earned by a government, government enterprise, or international organization.

Eligible and Other than Eligible Dividends

Enter the amount of eligible dividends in box 24. Enter the amount of other than eligible dividends in box 10. The total dividends will be the sum of box 24 and box 10, but does not appear on the form.

Automatic Calculations

For the eligible dividends, the taxable amount of dividends and the dividend tax credit are calculated and displayed automatically by the system as follows:

Taxable amount of dividends = (actual dividends) * 1.45
Dividend tax credit = (taxable amount of dividends) * 18.9655%

For dividends other than eligible dividends, the taxable amount of dividends and the dividend tax credit are calculated and displayed automatically by the system as follows:

Taxable amount of dividends = (actual dividends) * 1.25
Dividend tax credit = (taxable amount of dividends) * 13.3333%

This calculation is suppressed for corporate recipients (recipient type 3).

Foreign Currency

If you cannot report amounts in Canadian dollars, identify the foreign currency according to the ISO (International Organization for Standardization) 4217 Codes for the Representation of Currencies and Funds. Enter the appropriate three-letter alphabetical or three-digit numeric codes. If possible, use the alphabetical codes. For example:

USD - United States, dollar
DEM - Germany, mark
DKK - Denmark, kröne
ESP - Spain, peseta
FRF - France, franc
GBP - United Kingdom, pound
HKD - Hong Kong, dollar
ITL - Italy, lire
JPY - Japan, yen
SVC - El Salvador, colon

Leave this area blank if you are reporting the amount in Canadian dollars. If you must report amounts in different currencies in respect of the same recipient, use a separate T5 slip for each currency.

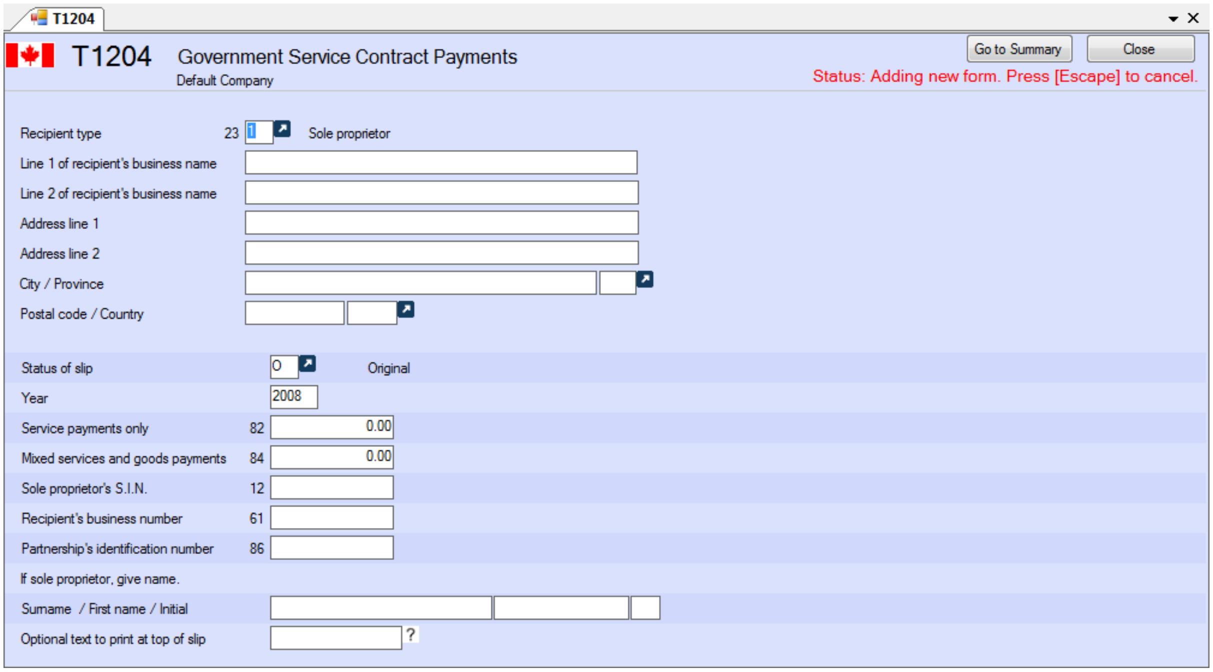
Go To RL-3 Button

Clicking on this button will display the RL-3 slip associated with the displayed slip, if an RL-3 exists.

Go To Summary Button

Click on this button to display the T5 Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

5.15 T1204 Input Window



Report Code

Select "O" for original (default value), "A" for amended or "C" for cancelled. This will cause the slip to be labelled appropriately as required by CRA. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Recipient Type Code

Enter one of the following valid codes to identify the types of recipient:

1 - for an individual, other than a trust;
3 - for a corporation; or
4 - for a trust or a partnership

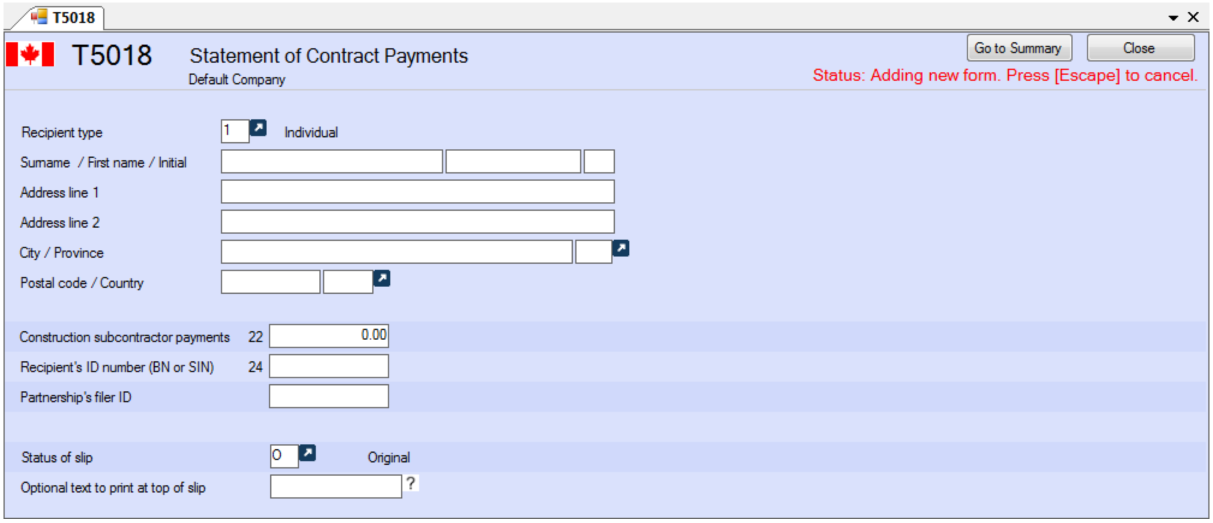
Status of Slip

Select "O" for original (default value), "A" for amended or "C" for cancelled. This will cause the slip to be labelled appropriately as required by CRA. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Go To Summary Button

Click on this button to display the T1204 Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

5.16 T5018 Input Window



Recipient Name
The employee name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

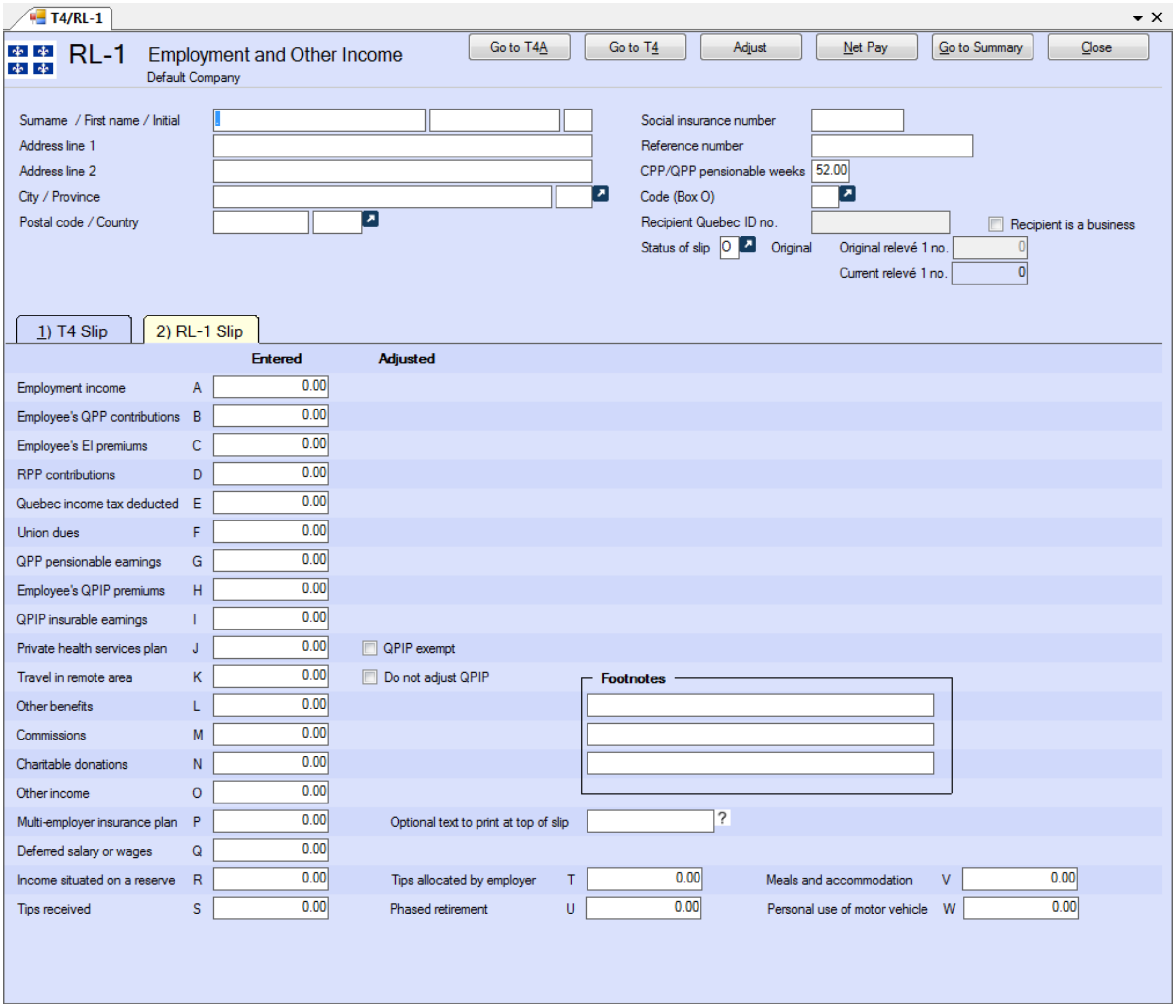
Construction subcontractor payments
Enter the total payment received by the subcontractor during the period specified on the T5018 Summary.

Status of Slip
Select "O" for original (default value), "A" for amended or "C" for cancelled. This will cause the slip to be labelled appropriately as required by CRA. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Recipient ID Number Validation
If the recipient is an individual, enter the recipient’s Social Insurance Number (S.I.N.). For interest credited to a joint account, enter the S.I.N. of only one of the individuals. If the recipient is not an individual, enter the first nine digits of the recipient’s business number, if available. The T4 TimeSaver.NET will check the validity of the S.I.N. entered and display a warning if it is invalid. You can, however, ignore the warning and continue to enter other information. The formula used to test the value of the S.I.N. or business number is found in the CRA Publication: Formulae for Federal and Provincial Deductions for Computer Users.

Go To Summary Button
Click on this button to display the T5018 Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

5.17 RL1 Input Window



Employee Name

The employee name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

S.I.N. Validation

T4 TimeSaver.NET will check the validity of the S.I.N. entered and will change the colour of the S.I.N. box to red if the S.I.N. is invalid. You can, however, ignore the warning and continue to enter other information. The formula used to test the value of the S.I.N. is found in the CRA Publication: Formulae for Federal and Provincial Deductions for Computer Users.

When the edit list or detailed adjustment report is printed or displayed, there will be an asterisk beside any invalid S.I.N. values.

Status of Slip

Select "O" for original (default value), "A" for amended or "C" for cancelled. This will cause the slip to be labelled appropriately as required by MRQ. It will also cause the slip to be included or excluded

appropriately whenever the “Amended only” or “Originals only” options are chosen. (Note: "Status of Slip" designations used on the RL-1 differ from the MRQ guidelines. This will be addressed in a subsequent release of T4 TimeSaver.NET but will not result in errors for RL-1 submissions made using the current version of the software.)

Original Relevé Number

Available only if Status of Slip is **Amended**. Enter the number of the original Relevé slip being amended. This number will be printed on the slip and will enable MRQ to correlate the amended slip with the original slip. See **Using Serial Numbers on Relevé Slips** 137 for more information on how Relevé numbers are handled by T4 TimeSaver.NET.

Current Relevé Number

Once a slip has been printed, the **Current Relevé Number** field will contain the number that was printed in the upper right-hand corner of the Relevé slip. This is the number that the MRQ will use to refer to this slip in any correspondence and is inaccessible to the user. See **Using Serial Numbers on Relevé Slips** 137 for more information on how Relevé numbers are handled by T4 TimeSaver.NET.

CPP/QPP Pensionable Weeks

If you have selected "Adjust based on number of pensionable weeks" for the CPP/QPP Adjustment Option on the **Adjustment Options** 42 section of the **Company Information** 113, a value must be entered into the input field "CPP Pensionable Weeks". This field will default to 52 or 53 depending on the value entered under Maximum Number of Pensionable Weeks, but you may override this value for specific employees.

QPIP Exempt Box

You may check QPIP box as appropriate for the current employee.

Do not check the QPIP exempt box if you entered an amount in Box G or Box I. Check QPIP exempt only if the earnings were exempt for the entire period of employment.

Do Not Adjust QPIP Box

Check this box to indicate that QPIP on this particular slip should not be adjusted when the slips for this company are adjusted. This allows you to adjust some slips while leaving others as entered.

Other Income

Record other income in the boxes provided at the bottom of the window. The type code of the income should be indicated in the Box field with the corresponding Amounts directly beside. Press F2 or double click the box field to display a list of available codes. See your Tax Guide for a list and description of appropriate type codes.

Optional Text to Print at Top of Slip

Information entered here, to a maximum of 15 characters, will be printed at the top of the slip.

Go To T4A Button

Clicking on this button will display the T4A slip associated with the displayed slip, if a T4A exists.

Go To T4 Button

Clicking on this button will display the T4 slip associated with the displayed slip, if a T4 exists.

Adjust Button

Clicking on this button will adjust the displayed slip. The adjustments will be made based on the adjustment options selected for the current company. These adjustments *are not* reflected in the corresponding RL-1 summary, unless all of the slips are adjusted using by **Printing Adjustment Reports** 141.

Net Pay Button

The employee's net pay is calculated and displayed on the screen as you enter data into each box of the RL-1 and may prove useful as an audit check. It will be calculated in one of the two following ways:

Employment Income - Standard Deductions - Other Deductions

or

Employment Income - Standard Deductions - Taxable Benefits

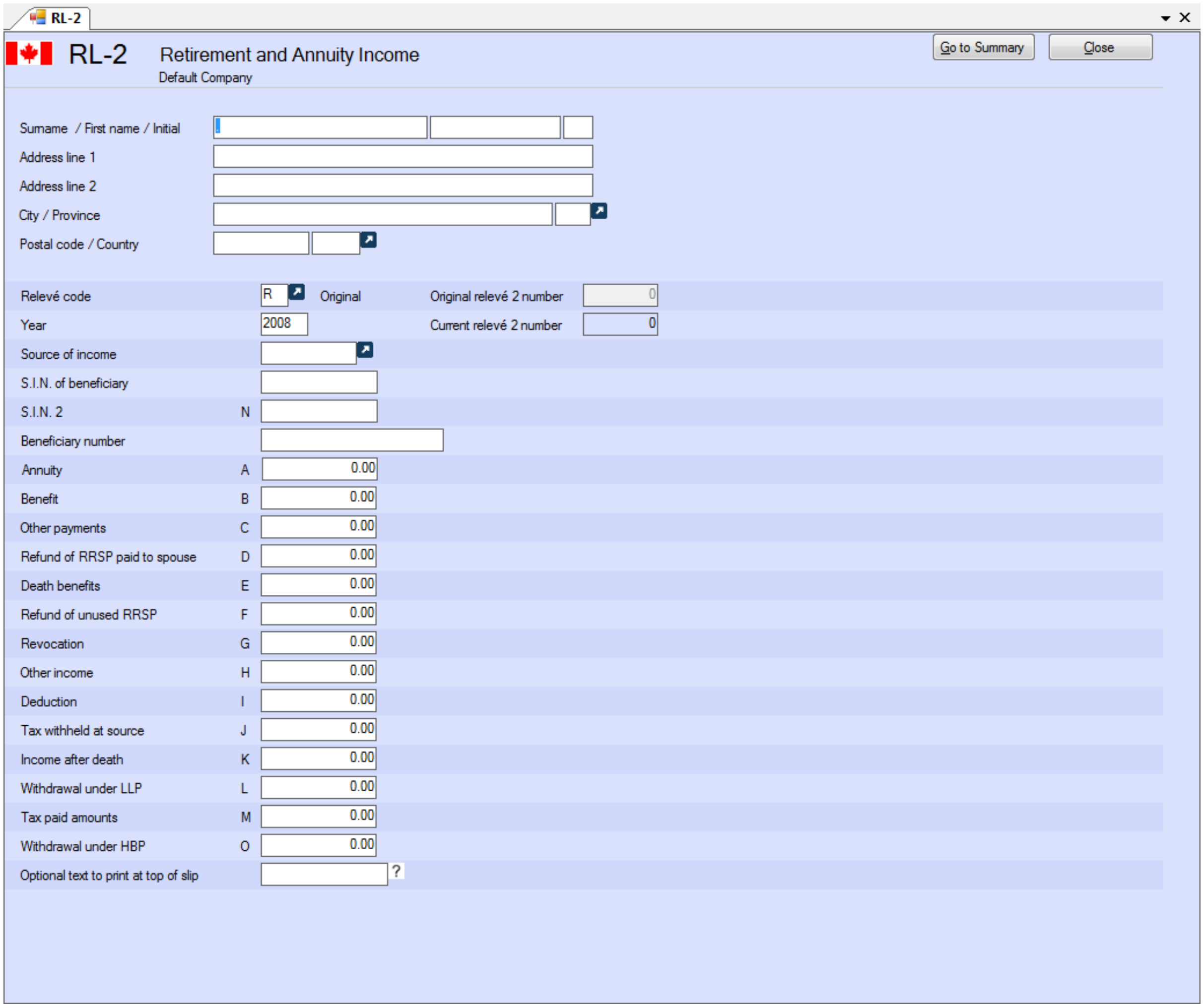
The Employment Income is the amount entered in Box A. The Standard Deductions are: CPP, QPP, EI, PPIP, Income Tax, Pension Plan Contributions, Charitable Donations and Union Dues. Note that the Standard Deduction includes both provincial (Québec) and federal taxes. Taxable Benefits will be the sum of all boxes representing taxable benefits. Other deductions (if there are any) must be entered manually to arrive at the appropriate figure for Net Pay.

You can switch between these two methods of calculating the Net Pay by clicking on the **Net Pay** 43 button and then selecting the appropriate option. You can also check the "Don't display net pay" to remove this information from the display.

Go To Summary Button

Click on this button to display the RL-1 Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

5.18 RL2 Input Window



Recipient Name

The employee name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

Relevé Code

Select "R" for original (default value), "A" for amended or "D" for cancelled. This will cause the slip to be labelled appropriately as required by MRQ. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Original Relevé Number

Available only if Status of Slip is **Amended**. Enter the number of the original Relevé slip being amended. This number will be printed on the slip and will enable MRQ to correlate the amended slip with the original slip. See Using Serial Numbers on Relevé Slips 137 for more information on how Relevé numbers are handled by T4 TimeSaver.NET.

Current Relevé Number

Once a slip has been printed, the **Current Relevé Number** field will contain the number that was printed in the upper right-hand corner of the Relevé slip. This is the number that the MRQ will use to refer to this slip in any correspondence and is inaccessible to the user. See **Using Serial Numbers on Relevé Slips** 137 for more information on how Relevé numbers are handled by T4 TimeSaver.NET.

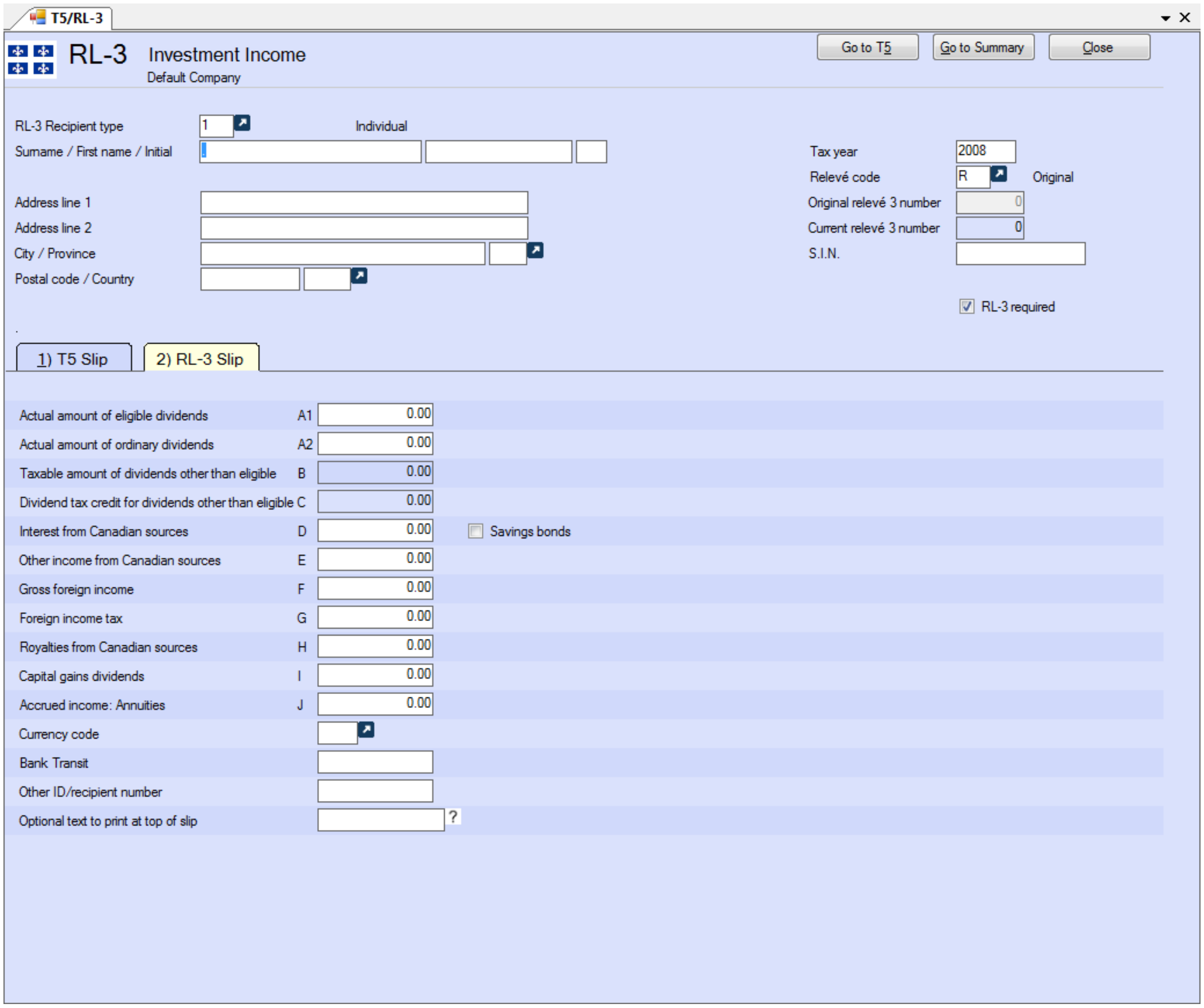
Source of Income

Double clicking on the field or hitting the F2 key to view the complete list of options.

Go To Summary Button

Click on this button to display the RL-2 Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

5.19 RL3 Input Window



Recipient Name

The employee name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

Relevé Code

Select "R" for original (default value), "A" for amended or "D" for cancelled. This will cause the slip to be labelled appropriately as required by MRQ. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Original Relevé Number

Available only if Status of Slip is **Amended**. Enter the number of the original Relevé slip being amended. This number will be printed on the slip and will enable MRQ to correlate the amended slip with the original slip. See Using Serial Numbers on Relevé Slips 137 for more information on how Relevé numbers are handled by T4 TimeSaver.NET.

Current Relevé Number

Once a slip has been printed, the **Current Relevé Number** field will contain the number that was printed in the upper right-hand corner of the Relevé slip. This is the number that the MRQ will use to refer to this slip in any correspondence and is inaccessible to the user. See **Using Serial Numbers on Relevé Slips** 137 for more information on how Relevé numbers are handled by T4 TimeSaver.NET.

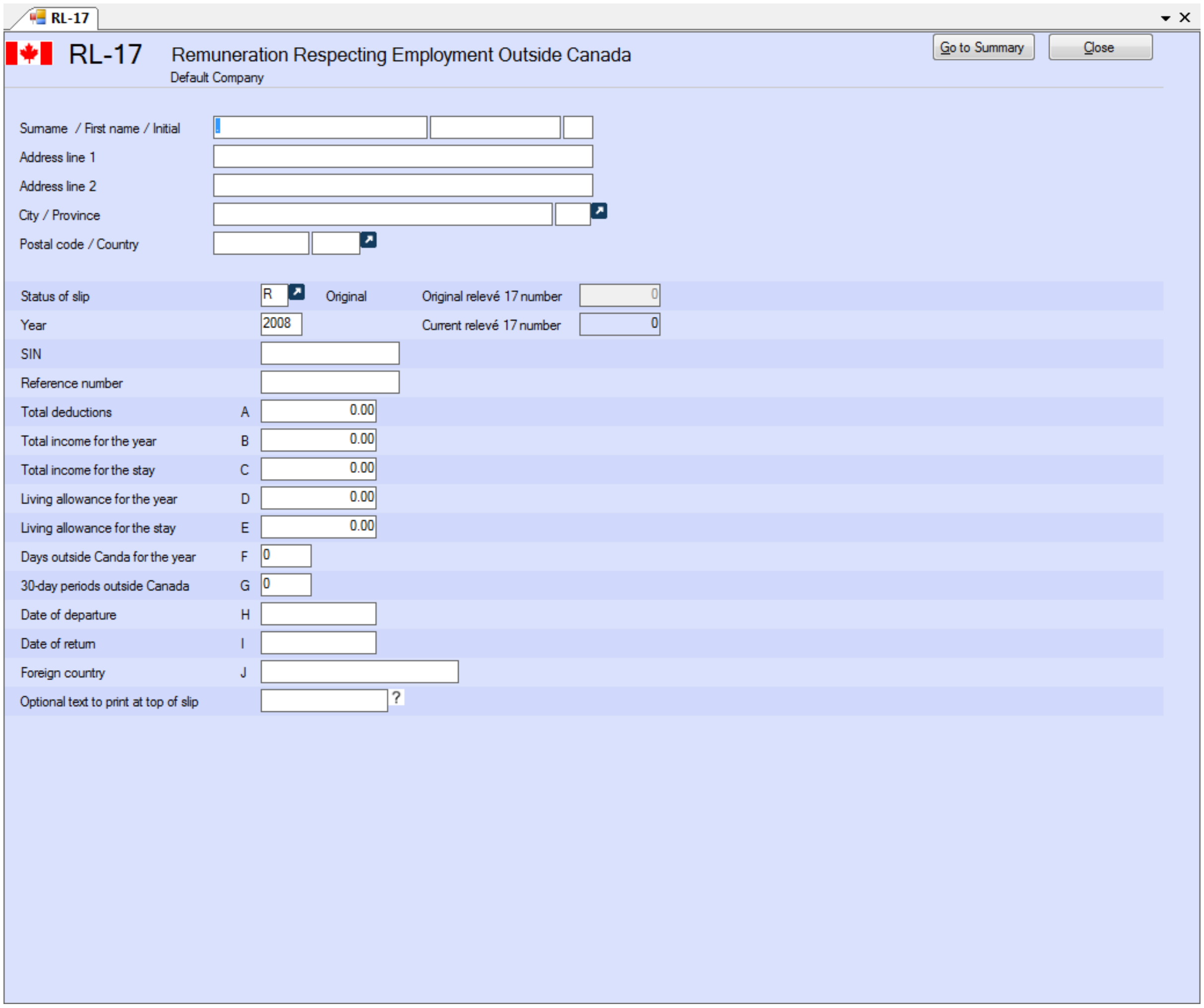
Go To T5 Button

Clicking on this button will display the T5 slip associated with the displayed slip, if a T5 exists.

Go To Summary Button

Click on this button to display the RL-3 Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

5.20 RL17 Input Window



Name

The employee name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

Status of Slip

Select "R" for original (default value), "A" for amended or "D" for cancelled. This will cause the slip to be labelled appropriately as required by MRQ. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Original Relevé Number

Available only if Status of Slip is **Amended**. Enter the number of the original Relevé slip being amended. This number will be printed on the slip and will enable MRQ to correlate the amended slip with the original slip. See **Using Serial Numbers on Relevé Slips** 137 for more information on how Relevé numbers are handled by T4 TimeSaver.NET.

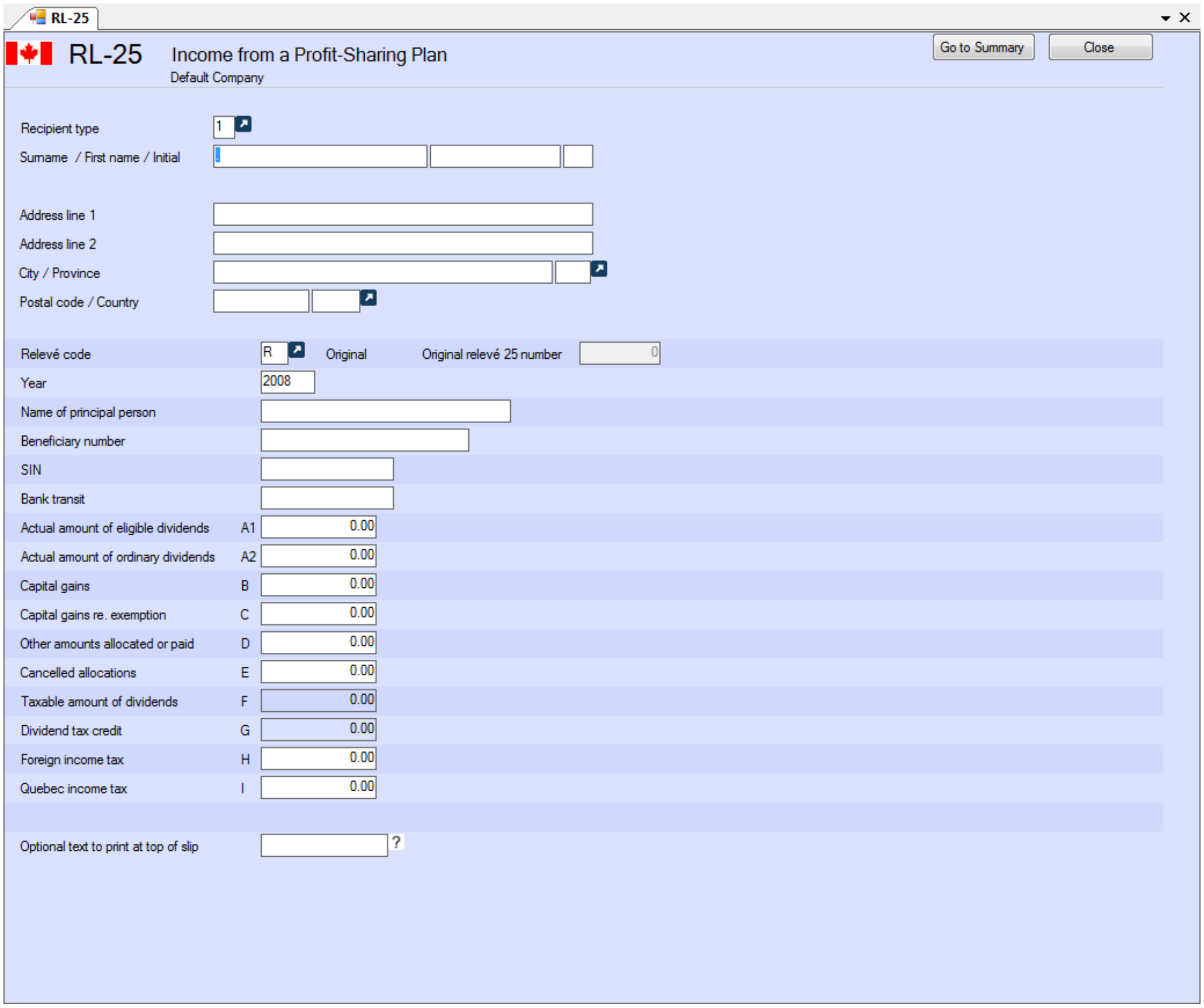
Current Relevé Number

Once a slip has been printed, the **Current Relevé Number** field will contain the number that was printed in the upper right-hand corner of the Relevé slip. This is the number that the MRQ will use to refer to this slip in any correspondence and is inaccessible to the user. See **Using Serial Numbers on Relevé Slips** 137 for more information on how Relevé numbers are handled by T4 TimeSaver.NET.

Go To Summary Button

Click on this button to display the RL-17 Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

5.21 RL25 Input Window



Recipient Name

The employee name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

Recipient Type

Enter one of the following valid codes to identify the type of recipient:

1 - if the beneficiary was an individual
2 - if the beneficiary was a joint account (two individuals)
3 - if the beneficiary was a corporation
4 - if the beneficiary was an association, a trust (fiduciary-trustee, nominee, or estate), a club, a partnership, or other
5 - if the beneficiary was a public body, municipality, or government agency
6 - if the beneficiary was the spouse of the settler or of the deceased

Original Relevé Number

Available only if Status of Slip is **Amended**. Enter the number of the original Relevé slip being

amended. This number will be printed on the slip and will enable MRQ to correlate the amended slip with the original slip. See **Using Serial Numbers on Relevé Slips** 137 for more information on how Relevé numbers are handled by T4 TimeSaver.NET.

Relevé Code

Select "R" for original (default value), "A" for amended or "D" for cancelled. This will cause the slip to be labelled appropriately as required by MRQ. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Go To Summary Button

Click on this button to display the RL-25 Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

Part VI

6 Adjusting T4s

6.1 Making Adjustments to T4s

There are two methods of adjusting the T4s. The first method is to adjust only the T4 for the current employee by using the **Adjust** button on the T4 data entry form. The adjustments will be made based on the adjustment options selected for the current company. These adjustments *are not* reflected in the corresponding T4 summary, unless all of the slips are adjusted.

The second method is to adjust all of the employees for the company at once. To do this, select **Adjust/Unadjust T4 Slips** from the **Company** menu. You can skip any individual slips that you may not want to adjust by checking the **Do not adjust CPP-QPP** and/or **EI** box(es). The adjustments will be made based on the adjustment options selected for the current company. In this case the adjustments *are* reflected in the corresponding T4 Summary.

An adjustment report can be produced by selecting **Adjust/Unadjust T4 Slips** from the **Company** menu and clicking **Adjust Slips + Report,** or you can select **Adjustments** from the **T4** submenu of the **Reports** menu. In either case an **Adjustment Report** window will open. See **Printing Adjustment Reports** 141 for further details.

6.2 Reversing Adjustments

Reverse the adjustment on an individual adjusted T4 by clicking the **Unadjust** button on the T4 data entry form. The adjusted CPP, QPP, EI and tax values will be hidden.

The adjustments on all of the slips for the company can be reversed by selecting **Adjust/Unadjust T4 Slips** from the **Company** menu and clicking the **Undo adjustments** button.

6.3 Setting Adjustment Options

The adjustment options for each company are stored with the company profile. Select **Edit Company Information** from the **Company** menu and then click the **Adjustment Options** page. You can make changes to any of the options and also enter the S.I.N. number of the employee to receive the transfer of over remittance of CPP/EI, if you choose.

If you are entering data for more than one company, you may want to select the appropriate options on the **T4 Adjustment Defaults** 121 page in the **Setup** 28 menu. These global default options will then be used for each new company you setup.

6.4 CPP/QPP Adjustment Options

A - Adjust CPP/QPP if over maximum/under minimum
NOTE THAT ONLY ONE OF OPTIONS A OR B MAY BE SELECTED
If this option is selected, CPP/QPP will be adjusted to fall within the range:

The upper limit is the lesser of:

CPP/QPP pensionable earnings x 4.95%;
AND
$2,049.30

The lower limit is the lesser of:

(CPP/QPP pensionable earnings - $3,500.00) x 4.95%;
AND

$2,049.30

If the CPP/QPP deducted is greater than the Upper Limit, it will be adjusted down to the Upper Limit. If the CPP/QPP deducted is less than the Lower Limit, it will be adjusted up to the Lower Limit. If the CPP/QPP deducted falls within the range of the Upper and Lower Limits, no adjustments will be made to CPP/QPP.

This option ignores any potential reduction resulting from the annual CPP/QPP basic exemption which must be prorated based on pensionable weeks as outlined below. This option is designed for situations where it is not desirable to enter the number of pensionable weeks on each T4 slip.

B - Adjust CPP/QPP based on number of pensionable weeks
NOTE THAT ONLY ONE OF OPTIONS A OR B MAY BE SELECTED
If this option is selected, CPP/QPP will be calculated as:

(CPP/QPP pensionable earnings - prorated deduction) x 4.95%

Where the prorated deduction is calculated as:

(number of pensionable weeks / maximum number of pensionable weeks) x $3,500.00

C - Maximum number of pensionable weeks
This number is the number of weeks in the employer's fiscal year and is used in the above calculation to prorate the CPP/QPP basic exemption. The default value is 52 weeks but can be changed to 53 weeks if required

6.5 EI Adjustment Options

D - Adjust EI premiums if over annual maximum
NOTE THAT THIS OPTION CAN BE SELECTED ALONE OR WITH OPTIONS E OR F
If this option is selected, the EI will only be adjusted if it is greater than:

Standard annual maximum of $41,100.00 x 1.73% or $711.03 (for employees whose province of employment is **not** Québec)
OR
Standard annual maximum of $711.03 x 1.73% or $2,049.30 (for employees whose province of employment is Québec)

E - Adjust EI premiums based on Insurable Earnings
NOTE THAT ONLY ONE OF OPTIONS E OR F MAY BE SELECTED
If this option is selected, the EI will be calculated as:

EI insurable earnings x 1.73% (for employees whose province of employment is **not** Québec)
OR
EI insurable earnings x 1.39% (for employees whose province of employment is Québec)

(If E.I. insurable earnings are not entered, gross pay will be used.)

F - Adjust insurable earnings based on EI premiums
NOTE THAT ONLY ONE OF OPTIONS E OR F MAY BE SELECTED
This option assumes the entered amount for EI deducted is correct. When this option is selected, EI insurable earnings will be calculated as the minimum of:

EI deducted / 1.73% [or: EI deducted / 1.39% (for employees whose province of employment is Québec)]
OR
· $41,100.00
OR
Employment income

6.6 PPIP Adjustment Options

Not available in this release

G - Adjust PPIP premiums if over annual maximum
NOTE THAT THIS OPTION CAN BE SELECTED ALONE OR WITH OPTIONS H OR I
If this option is selected, the PPIP will only be adjusted if it is greater than:

Standard annual maximum of $60,500.00 x 0.45% or $2,049.30

H - Adjust PPIP premiums based on Insurable Earnings
NOTE THAT ONLY ONE OF OPTIONS H OR I MAY BE SELECTED
If this option is selected, the EI will be calculated as:

PPIP insurable earnings x 0.45%

(If PPIP insurable earnings are not entered, gross pay will be used.)

I - Adjust insurable earnings based on PPIP deducted
NOTE THAT ONLY ONE OF OPTIONS H OR I MAY BE SELECTED
This option assumes the entered amount for PPIP deducted is correct. When this option is selected, PPIP insurable earnings will be calculated as the minimum of:

PPIP deducted / 0.45%
OR
$60,500.00
OR
Employment income

6.7 Transfer Over Remittance

Transfer employer's over remittance of CPP/QPP or EI to the following employee
When adjustments reduce total deductions for the company, the employer's portion of the over-remittance may be transferred to the tax of an owner or shareholder.

If a S.I.N. is entered here, then any net overpayment of CPP/QPP and EI resulting from adjustments calculated by the program will be credited to the tax deducted for the T4 of this employee. This adjustment will be reflected in the adjusted tax on the Adjustment reports for the particular employee.

Increase the gross pay with over remittance
If an over remittance is created by the adjustments and you indicate that you want the over remittance to be transferred to one employee (i.e. an owner or shareholder), you may also increase the gross pay of that employee in order to keep the net pay at the same level. If this option is chosen and the transferee's CPP/QPP is under the maximum deduction for the year, the CPP/QPP will NOT be adjusted again for this underpayment.

6.8 Other Options

Adjust CPP/EI/PPIP differences greater than .
If an amount is entered in this box, an adjustment to CPP/QPP, EI or PPIP must be greater than this threshold in order for the adjustment to be made. If the difference between the calculated amount and the entered amount for CPP/QPP, EI and PPIP is less than or equal to the threshold, no adjustments will be made and the entered amounts for CPP/QPP, EI, PPIP and tax will appear on the T4 slips.

Do you want CPP, EI & PPIP to be adjusted to their calculated amounts even if there is insufficient tax to cover the difference?
If this option is selected, it will adjust CPP/QPP, EI and PPIP to their calculated amounts although there may not be sufficient tax to make up the difference.

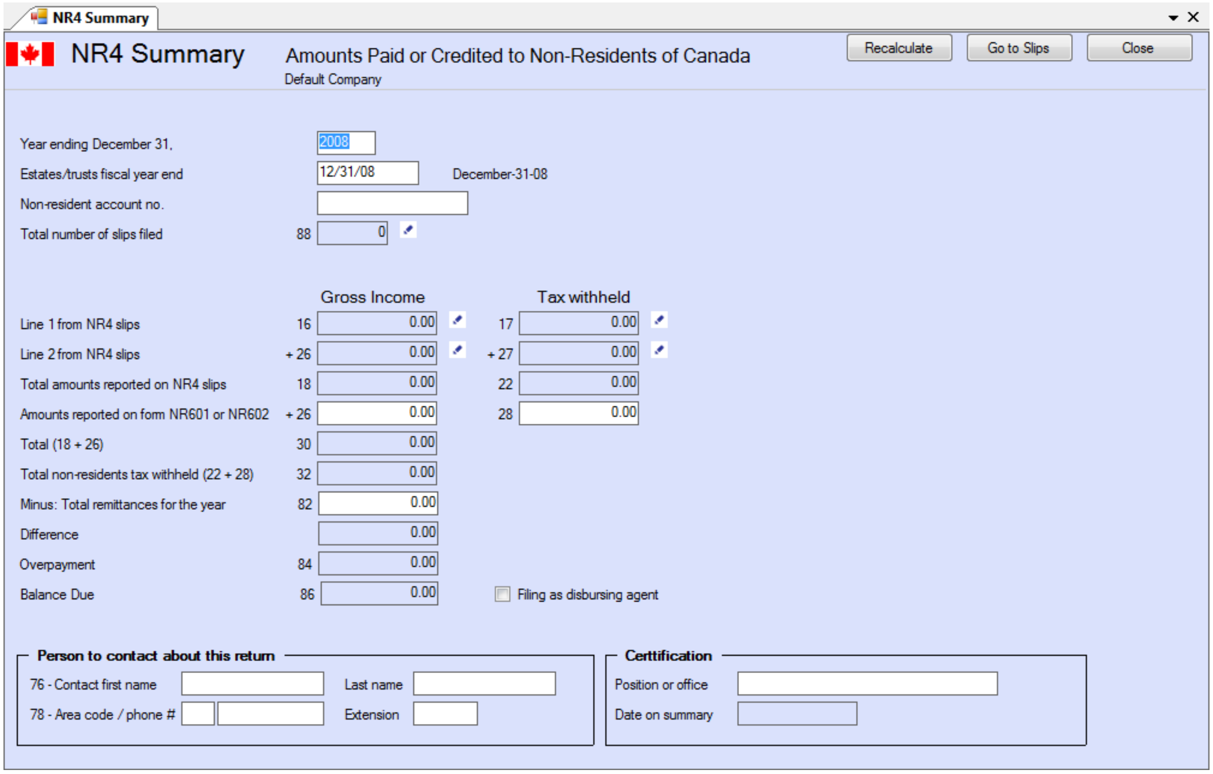
Where there is insufficient tax to cover the net adjustment to CPP/QPP, EI and PPIP, this difference will be posted to the T4 Summary. The shortfall is comprised of the increase in the employer's portion of CPP/QPP/EI/PPIP and the increase in the employee's contribution which was not offset by tax. The employer will have to make up the difference when filing the Summary. It would then be up to the employer to collect the under-contributed employee's portion from the employee.

Enter the maximum amount by which tax may be reduced
If item the above option was selected, you may enter the maximum amount by which tax may be reduced. This option prevents the tax from being decreased to zero. For example, if you only wanted tax to be decreased by a maximum of $100, enter $100 in this field.

Part VII

7 Entering Summary Form Information

7.1 NR4 Summary



Non-resident Account Number

Enter the account number under which non-resident tax deductions are remitted. This number has to match the account number shown on the remittance part of Form NR76, Non-Resident Tax - Statement of Account.

Amounts Reported on Form NR601 or NR602

Enter the gross income and the tax withheld.

Remittances

Enter the amount of money already remitted to CRA.

Person to Contact About this Return

The default contact information entered on the **New Company Defaults** 121 page of the **User Settings** 129 submenu of **Setup** 28 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time.

Certification

The default certification information entered on the **New Company Defaults** 121 tab of the **User Settings** 129 submenu of **Setup** 28 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 139 screen.

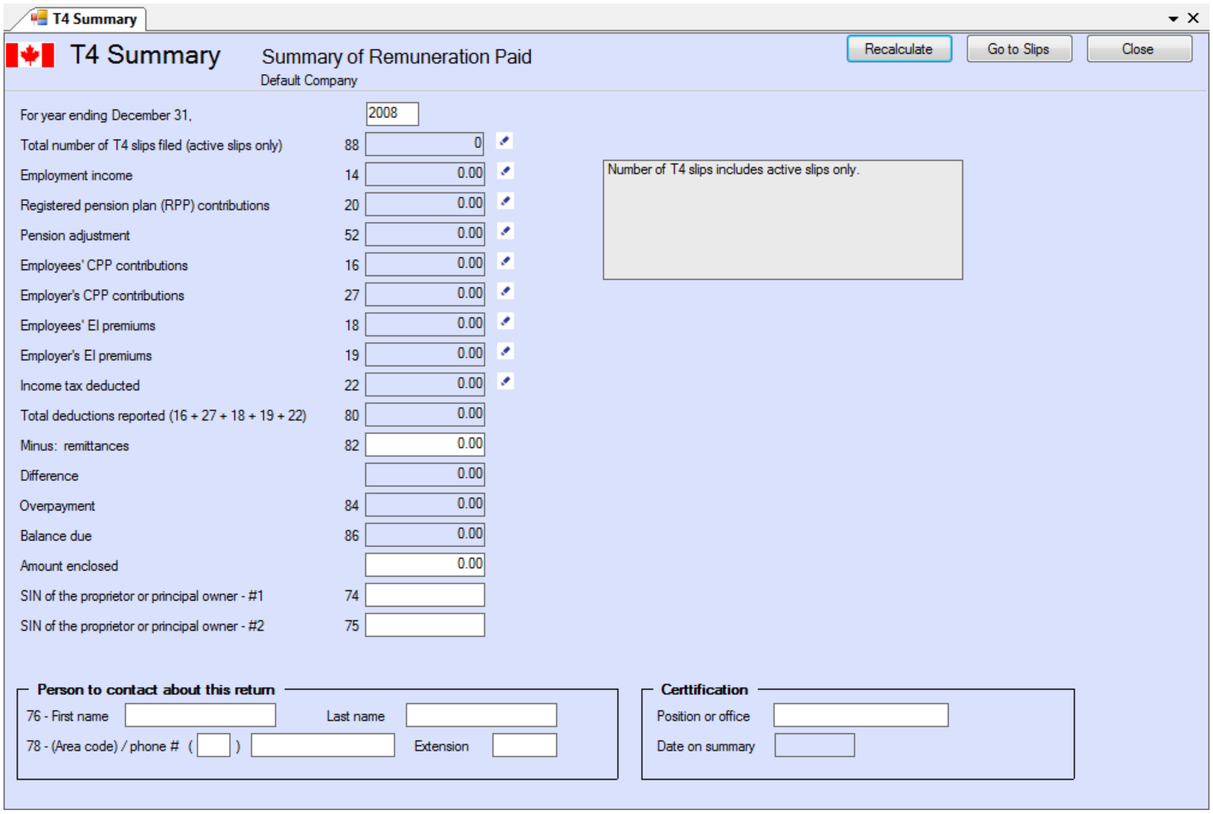
Recalculate Button

Click this button to recalculate all calculated values, this will also return all **overridden** 51 values to their calculated value.

Go to Slips Button

Click on this button to display the NR4 slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

7.2 T4 Summary



Remittances

Enter the amount of money already remitted to CRA.

Amount Enclosed

Enter the amount to be enclosed with the T4 Summary form.

Adjustment Status

The T4 Summary will reflect the adjusted values as long as all of the employees for the company have been adjusted. If, however, only some of the slips have been adjusted using the Adjust / Unadjust button on the T4 data entry window, the summary will reflect the unadjusted values for all of the employees. This information will appear in the box on the upper right corner of the T4 Summary data entry window.

Person to Contact About this Return

The default contact information entered on the **New Company Defaults** 121 page of the **User Settings** 129 submenu of **Setup** 28 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time.

Certification

The default certification information entered on the **New Company Defaults** 121 tab of the **User Settings** 129 submenu of **Setup** 28 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 139 screen.

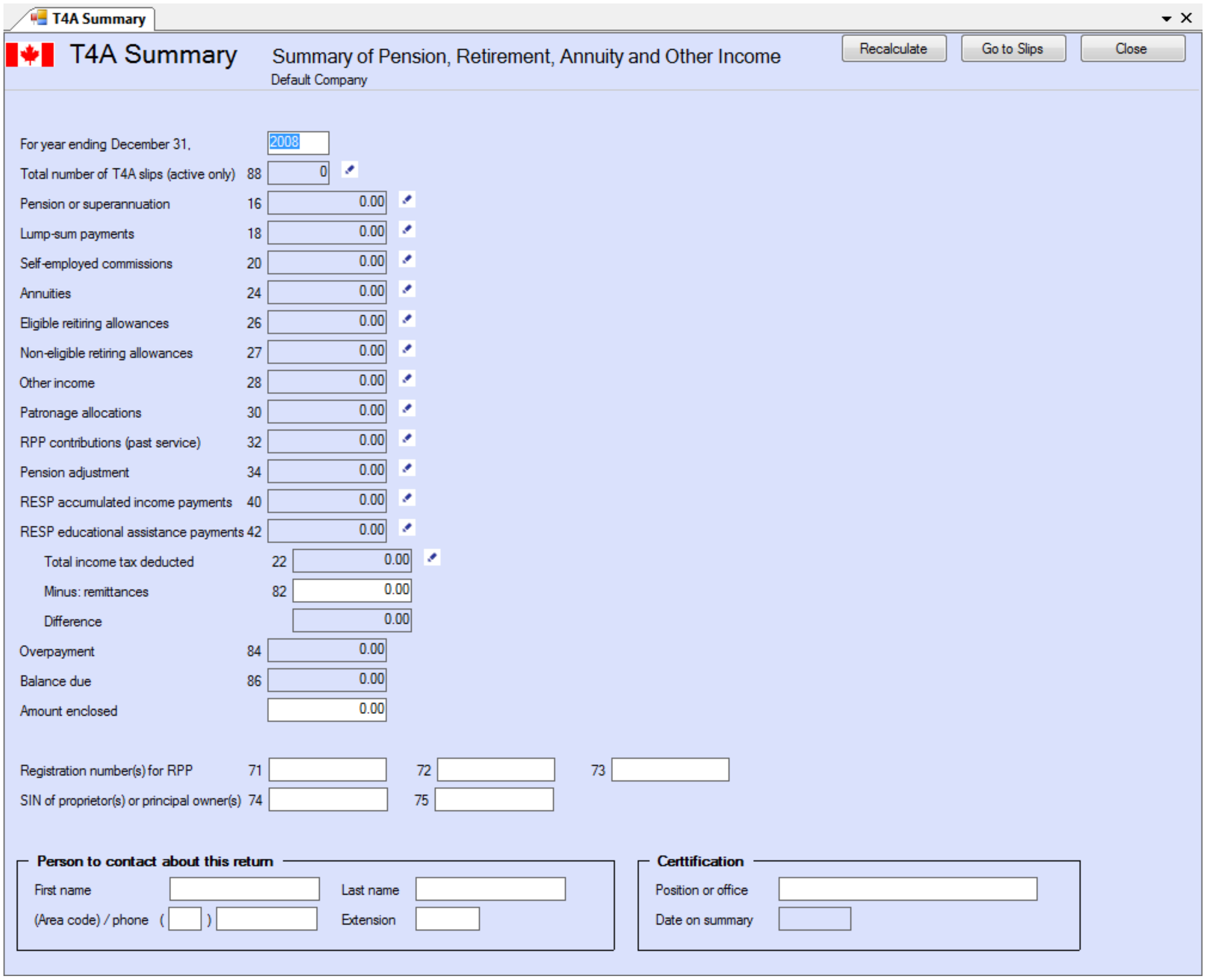
Recalculate Button

Click this button to recalculate all calculated values, this will also return all **overridden** 51 values to their calculated value.

Go to Slips Button

Click on this button to display the T4 slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

7.3 T4A Summary



Remittances
Enter the amount of money already remitted to CRA.

Amount Enclosed
Enter the amount to be enclosed with the T4A Summary form.

Person to Contact About this Return
The default contact information entered on the **New Company Defaults** 121 page of the **User Settings** 129 submenu of **Setup** 28 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time.

Certification

The default certification information entered on the **New Company Defaults** 121 tab of the **User Settings** 129 submenu of **Setup** 28 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 139 screen.

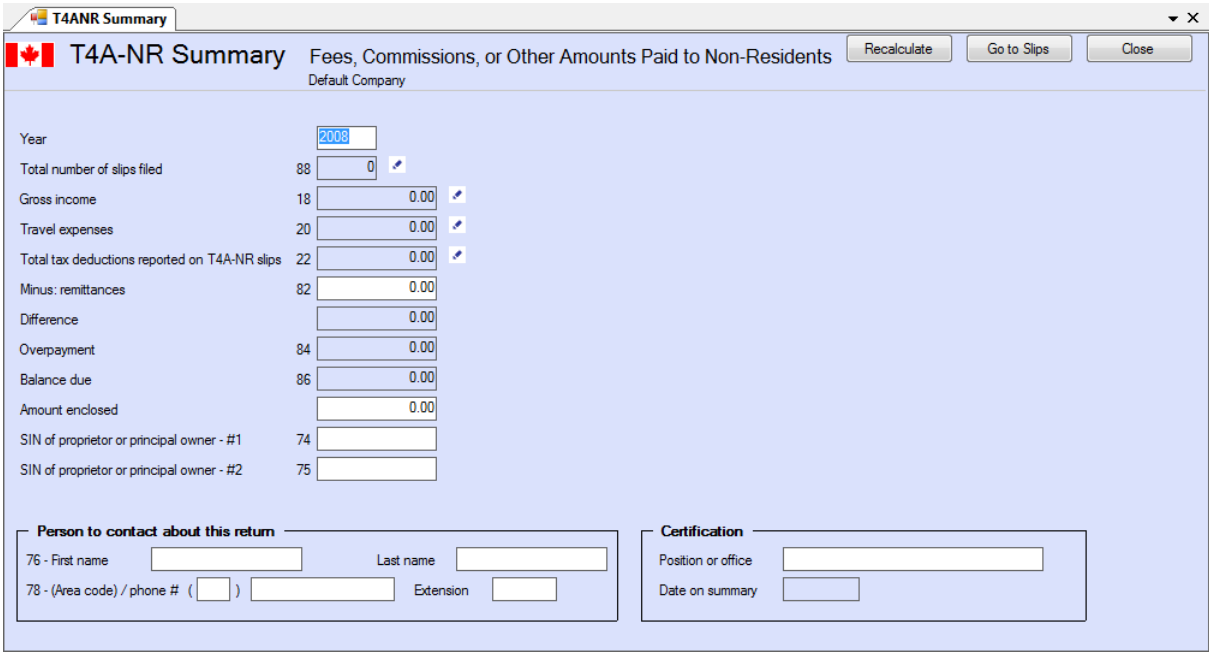
Recalculate Button

Click this button to recalculate all calculated values, this will also return all **overridden** 51 values to their calculated value.

Go to Slips Button

Click on this button to display the T4A slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

7.4 T4ANR Summary



Remittances
Enter the amount of money already remitted to CRA.

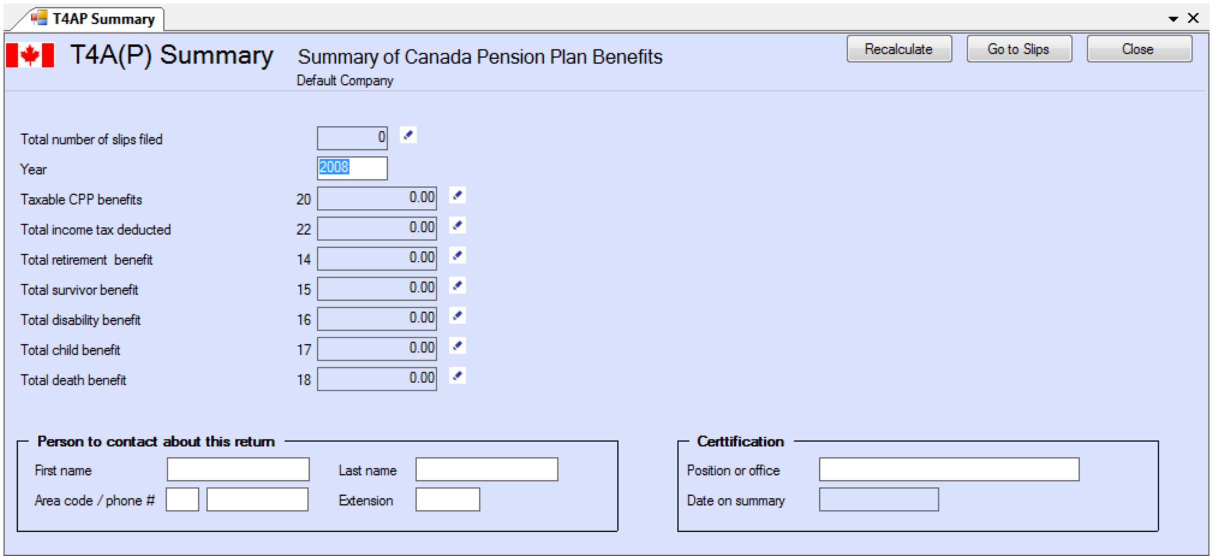
Person to Contact About this Return
The default contact information entered on the **New Company Defaults** 121 page of the **User Settings** 129 submenu of **Setup** 28 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time.

Certification
The default certification information entered on the **New Company Defaults** 121 tab of the **User Settings** 129 submenu of **Setup** 28 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 139 screen.

Recalculate Button
Click this button to recalculate all calculated values, this will also return all **overridden** 51 values to their calculated value.

Go to Slips Button
Click on this button to display the T4A-NR slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

7.5 T4AP Summary



Person to Contact About this Return

The default contact information entered on the **New Company Defaults** 121 page of the **User Settings** 129 submenu of **Setup** 28 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time.

Certification

The default certification information entered on the **New Company Defaults** 121 tab of the **User Settings** 129 submenu of **Setup** 28 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 139 screen.

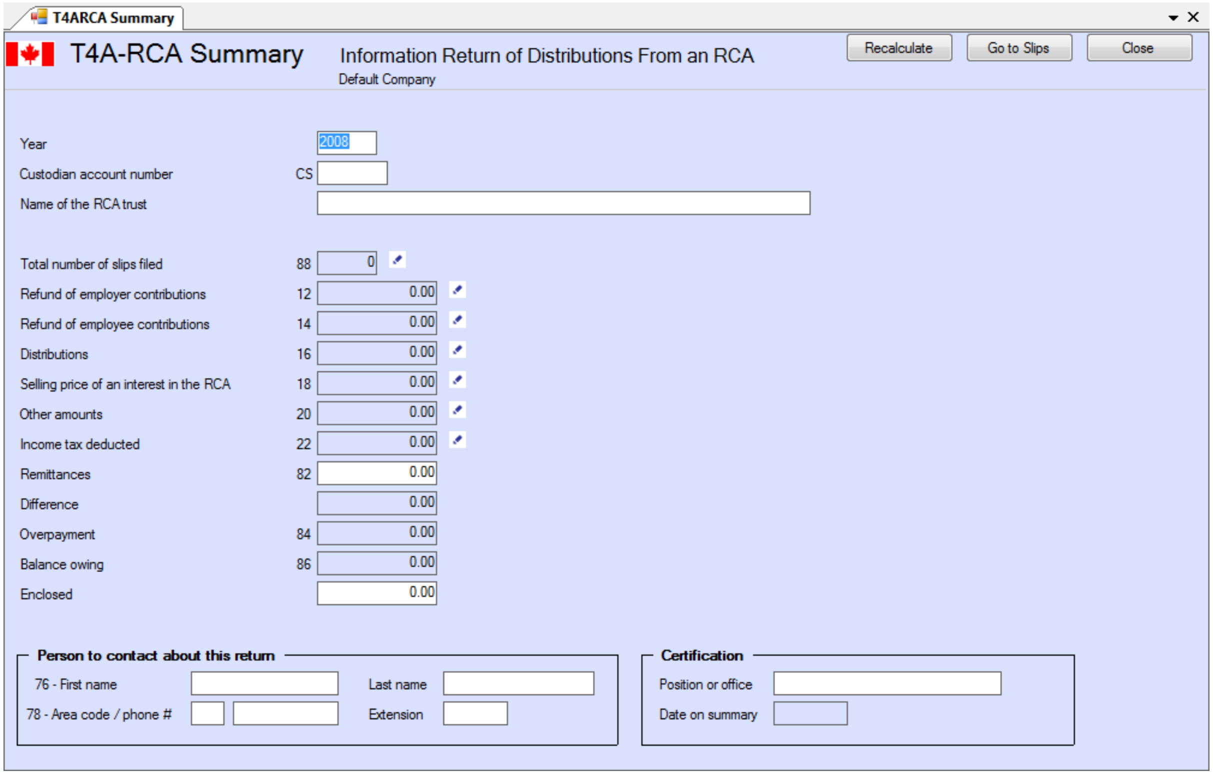
Recalculate Button

Click this button to recalculate all calculated values, this will also return all **overridden** 51 values to their calculated value.

Go to Slips Button

Click on this button to display the T4A(P) slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

7.6 T4ARCA Summary



Person to Contact About this Return

The default contact information entered on the **New Company Defaults** 121 page of the **User Settings** 129 submenu of **Setup** 28 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time.

Certification

The default certification information entered on the **New Company Defaults** 121 tab of the **User Settings** 129 submenu of **Setup** 28 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 139 screen.

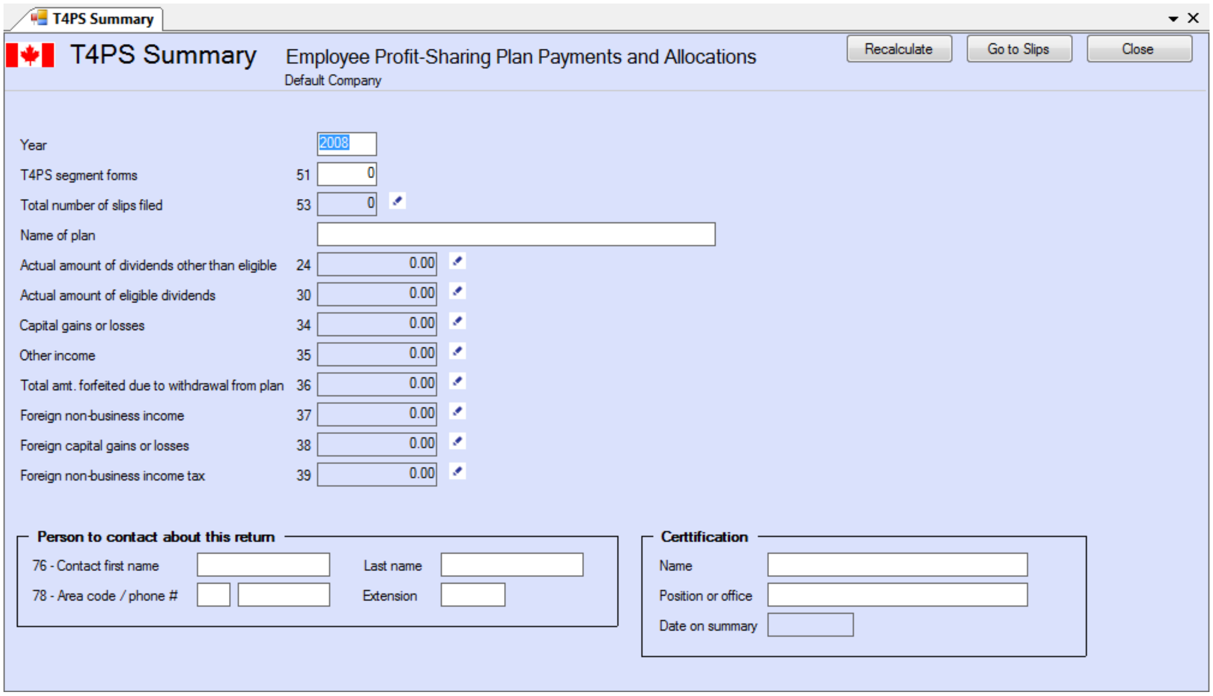
Recalculate Button

Click this button to recalculate all calculated values, this will also return all **overridden** 51 values to their calculated value.

Go to Slips Button

Click on this button to display the T4A-RCA slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

7.7 T4PS Summary



Year Ending

Enter the year being reported

T4PS segment forms

If you have created segment forms, enter the number here. Segment forms are not required if you are filing electronically.

Person to Contact About this Return

The default contact information entered on the **New Company Defaults** 121 page of the **User Settings** 129 submenu of **Setup** 28 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time.

Certification

The default certification information entered on the **New Company Defaults** 121 tab of the **User Settings** 129 submenu of **Setup** 28 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 139 screen.

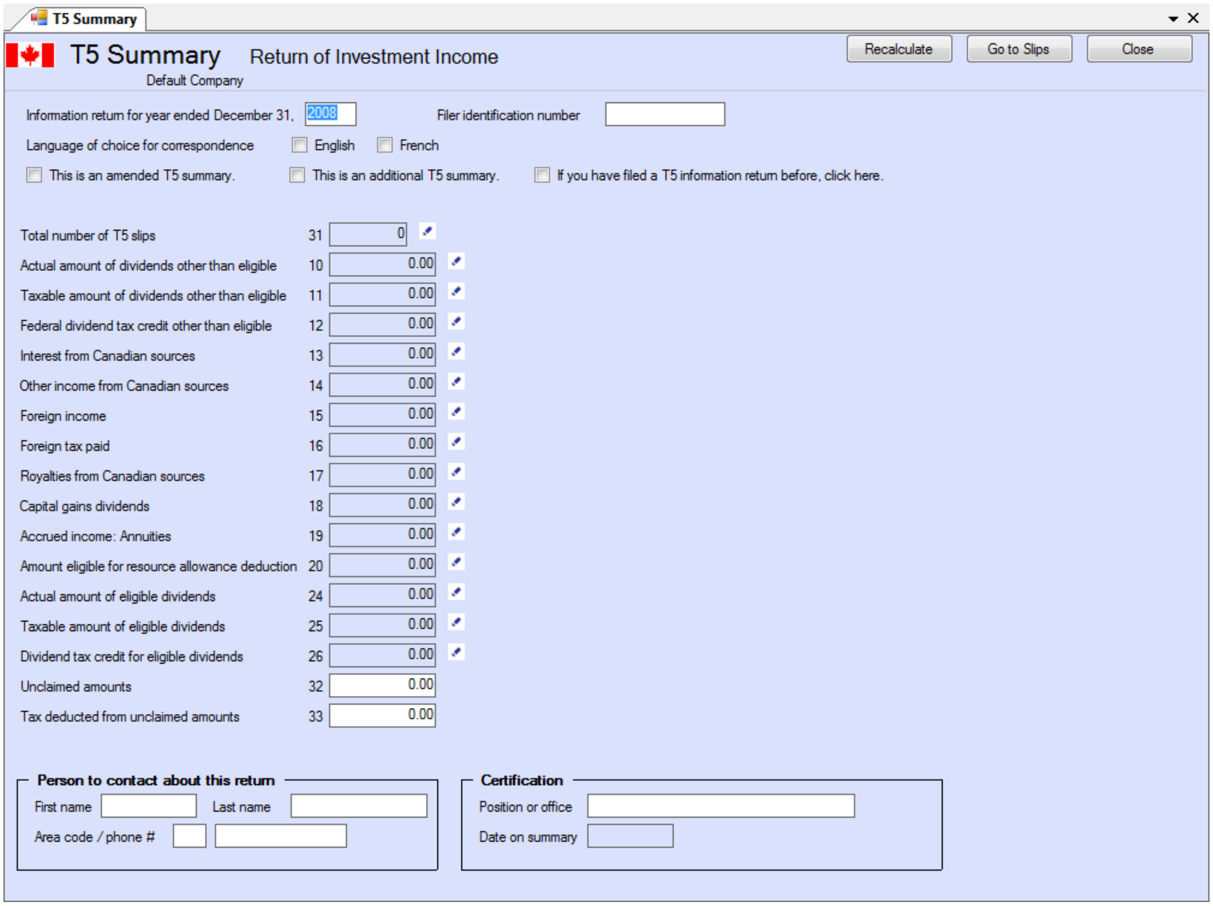
Recalculate Button

Click this button to recalculate all calculated values, this will also return all **overridden** 51 values to their calculated value.

Go to Slips Button

Click on this button to display the T4APS slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

7.8 T5 Summary



T5 Summary Information

Fill in the year, filer ID number, language choice, and indicate whether it is an amended or additional Summary. Also indicate if you have filed a T5 Summary before.

T5 Slip Totals

You must enter the unclaimed dividends and interest, and the tax on this unclaimed amount.

Person to Contact About this Return

The default contact information entered on the **New Company Defaults** 121 page of the **User Settings** 129 submenu of **Setup** 28 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time.

Certification

The default certification information entered on the **New Company Defaults** 121 tab of the **User Settings** 129 submenu of **Setup** 28 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 139 screen.

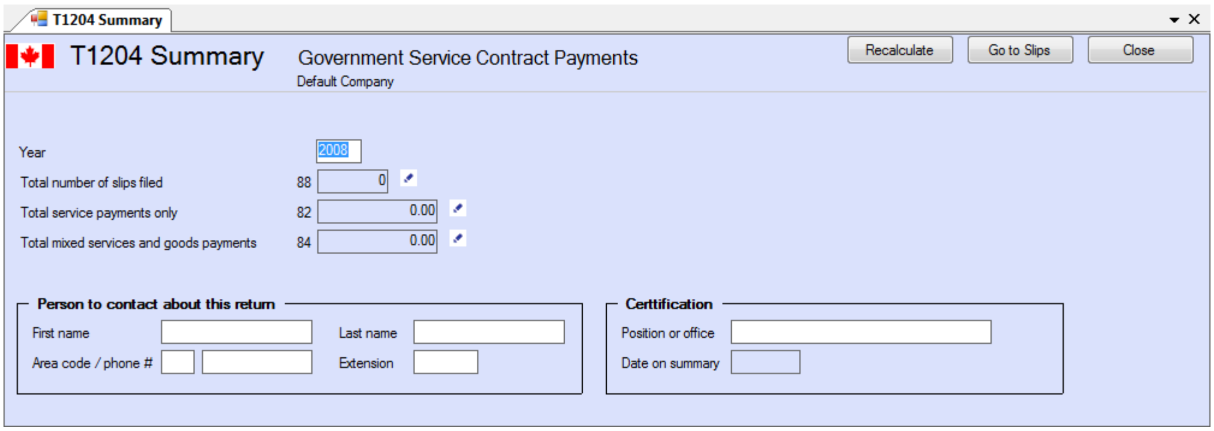
Recalculate Button

Click this button to recalculate all calculated values, this will also return all **overridden** 51 values to their calculated value.

Go to Slips Button

Click on this button to display the T5 slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

7.9 T1204 Summary



Person to Contact About this Return

The default contact information entered on the **New Company Defaults** 121 page of the **User Settings** 129 submenu of **Setup** 28 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time.

Certification

The default certification information entered on the **New Company Defaults** 121 tab of the **User Settings** 129 submenu of **Setup** 28 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 139 screen.

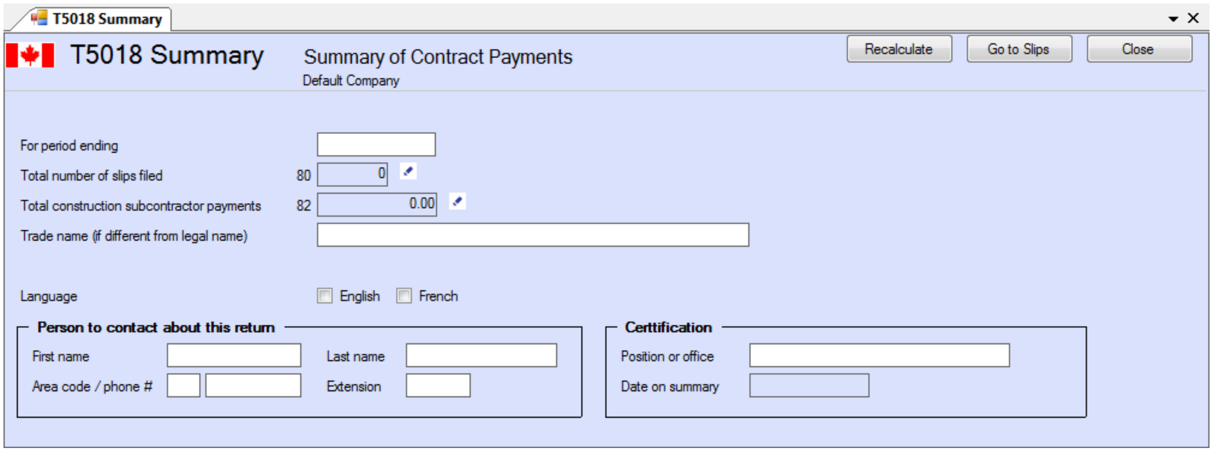
Recalculate Button

Click this button to recalculate all calculated values, this will also return all **overridden** 51 values to their calculated value.

Go to Slips Button

Click on this button to display the T1204 slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

7.10 T5018 Summary



Period Ending

Enter the date for the end of the period being reported.

Person to Contact About this Return

The default contact information entered on the **New Company Defaults** 121 page of the **User Settings** 129 submenu of **Setup** 28 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time.

Certification

The default certification information entered on the **New Company Defaults** 121 tab of the **User Settings** 129 submenu of **Setup** 28 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 139 screen.

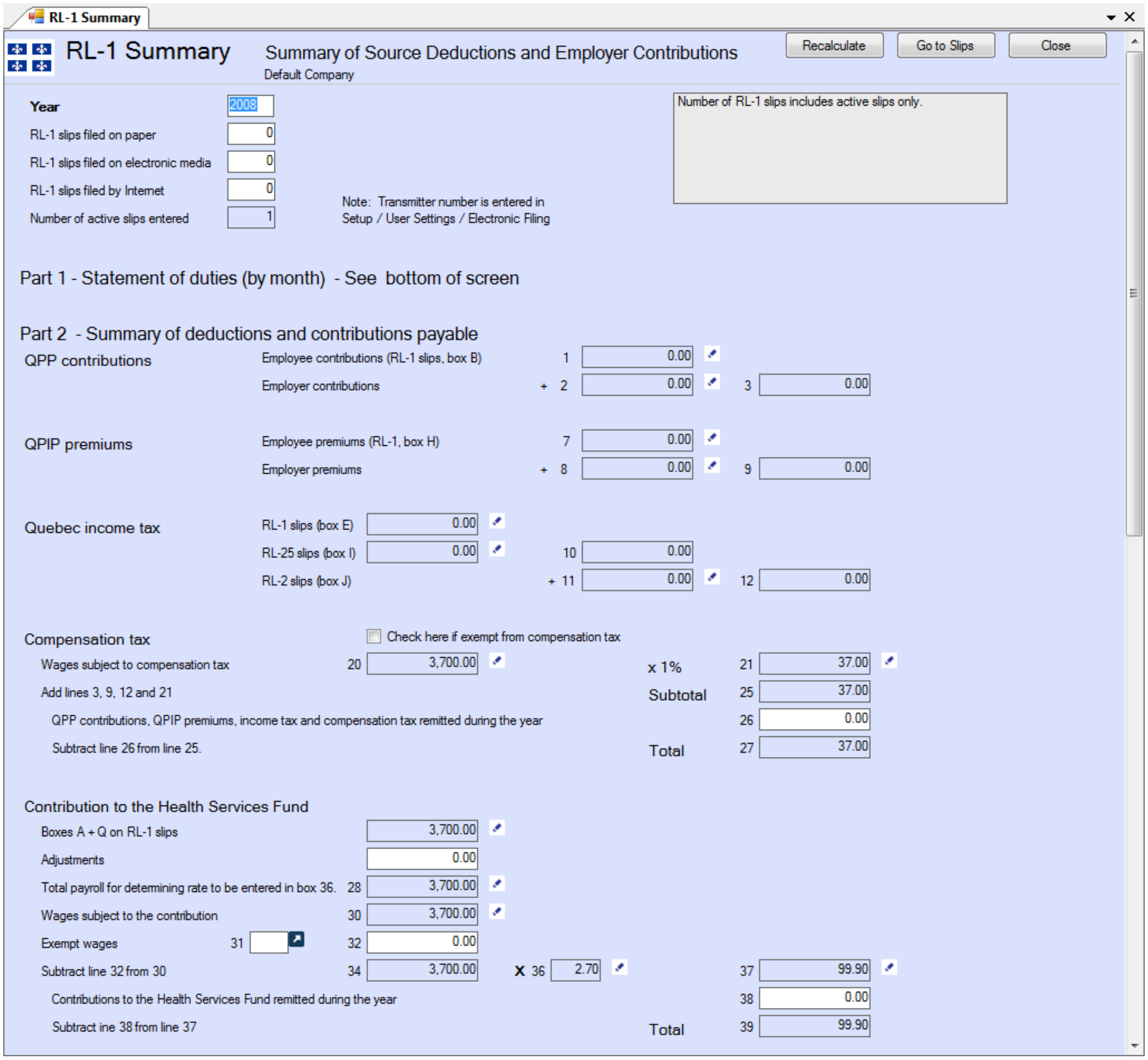
Recalculate Button

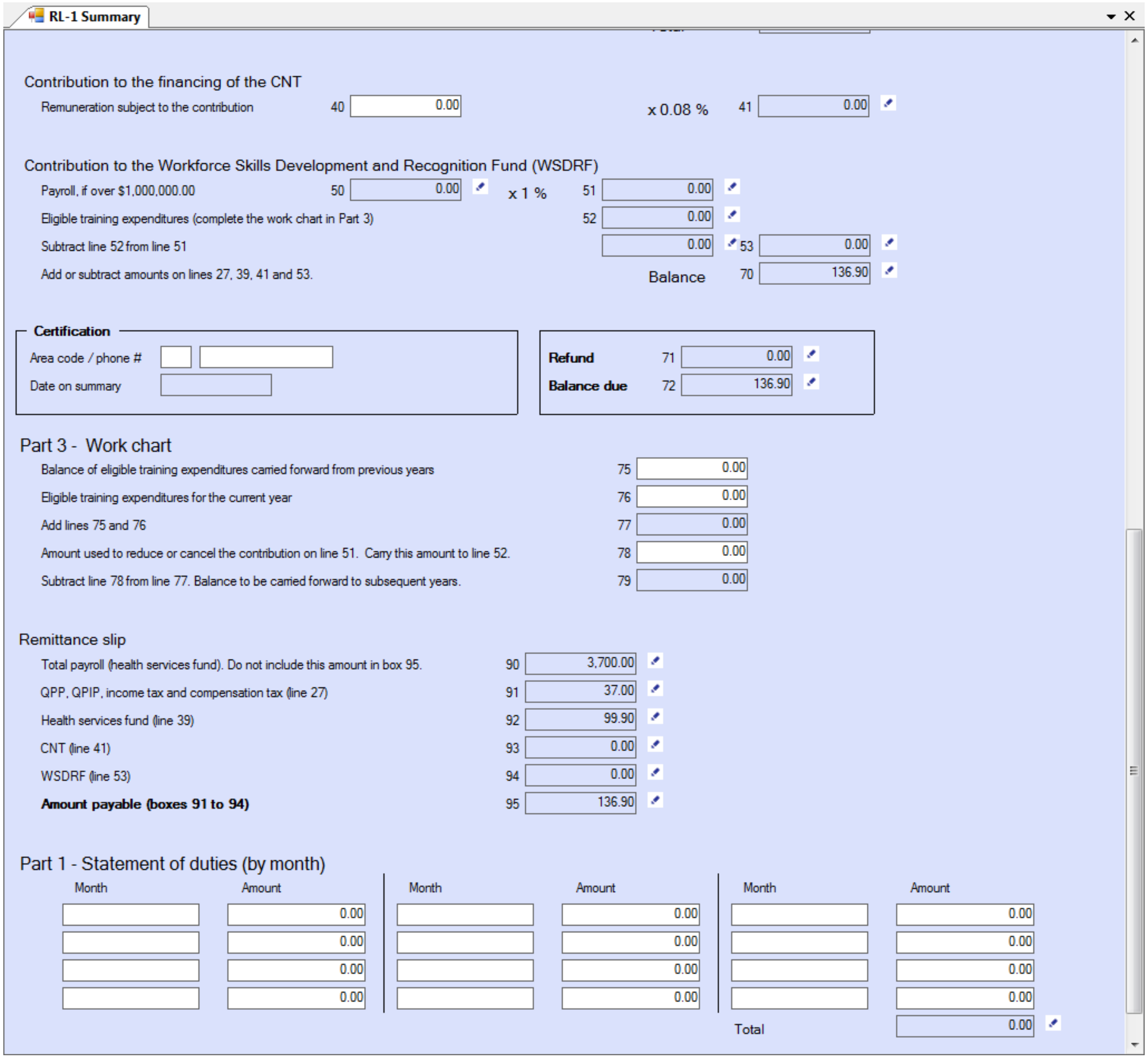
Click this button to recalculate all calculated values, this will also return all **overridden** 51 values to their calculated value.

Go to Slips Button

Click on this button to display the T5018 slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

7.11 RL1 Summary





RL-1 Summary

Contribution to the financing of the CNT

Remuneration subject to the contribution 40 0.00 x 0.08 % 41 0.00

Contribution to the Workforce Skills Development and Recognition Fund (WSDRF)

Payroll, if over $1,000,000.00 50 0.00 x 1 % 51 0.00

Eligible training expenditures (complete the work chart in Part 3) 52 0.00

Subtract line 52 from line 51 0.00 53 0.00

Add or subtract amounts on lines 27, 39, 41 and 53. Balance 70 136.90

Certification

Area code / phone #

Date on summary

Refund 71 0.00

Balance due 72 136.90

Part 3 - Work chart

Balance of eligible training expenditures carried forward from previous years 75 0.00

Eligible training expenditures for the current year 76 0.00

Add lines 75 and 76 77 0.00

Amount used to reduce or cancel the contribution on line 51. Carry this amount to line 52. 78 0.00

Subtract line 78 from line 77. Balance to be carried forward to subsequent years. 79 0.00

Remittance slip

Total payroll (health services fund). Do not include this amount in box 95. 90 3,700.00

QPP, QPIP, income tax and compensation tax (line 27) 91 37.00

Health services fund (line 39) 92 99.90

CNT (line 41) 93 0.00

WSDRF (line 53) 94 0.00

Amount payable (boxes 91 to 94) 95 136.90

Part 1 - Statement of duties (by month)

Month	Amount	Month	Amount	Month	Amount
	0.00		0.00		0.00
	0.00		0.00		0.00
	0.00		0.00		0.00
	0.00		0.00		0.00
				Total	0.00

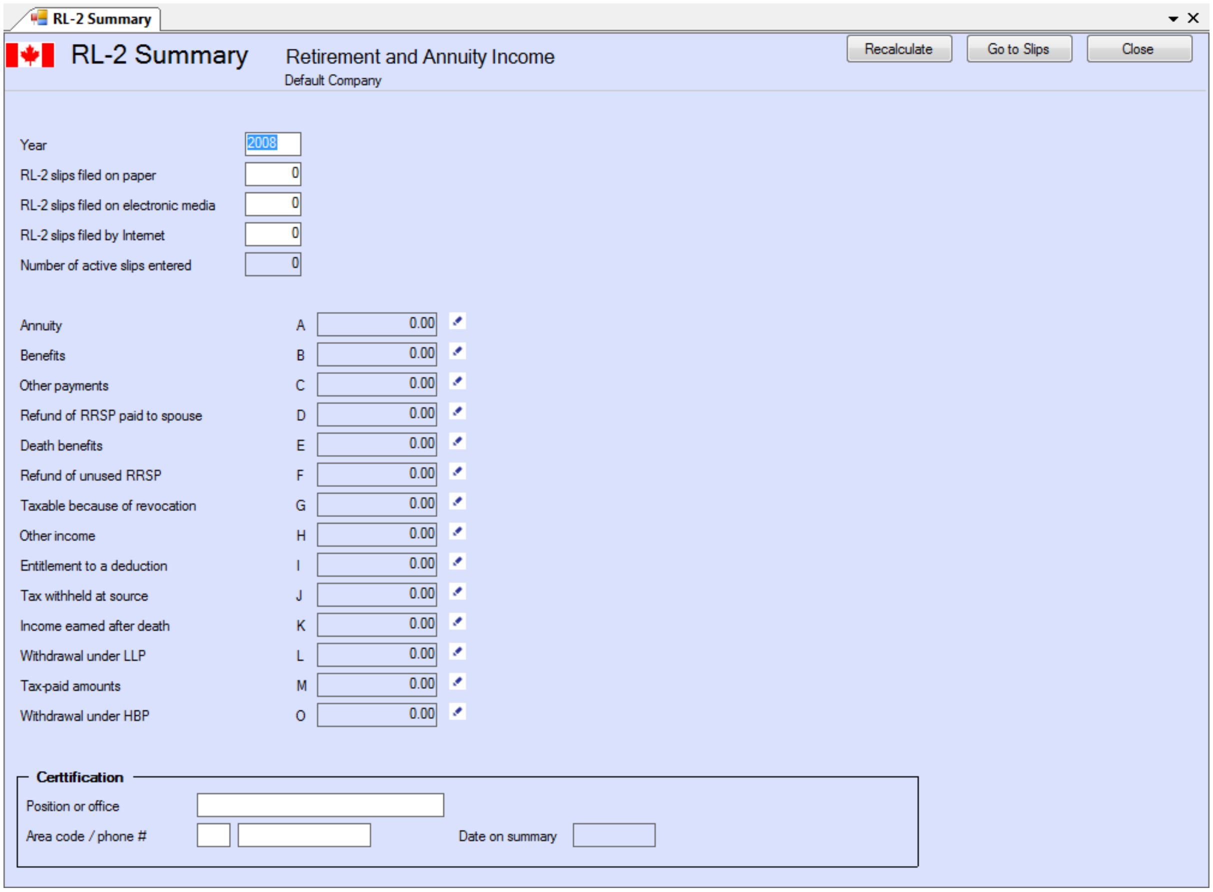
Recalculate Button

Click this button to recalculate all calculated values, this will also return all **overridden** 51 values to their calculated value.

Go to Slips Button

Click on this button to display the RL-1 slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

7.12 RL2 Summary



Certification

The default certification information entered on the **New Company Defaults** 121 tab of the **User Settings** 129 submenu of **Setup** 28 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 139 screen.

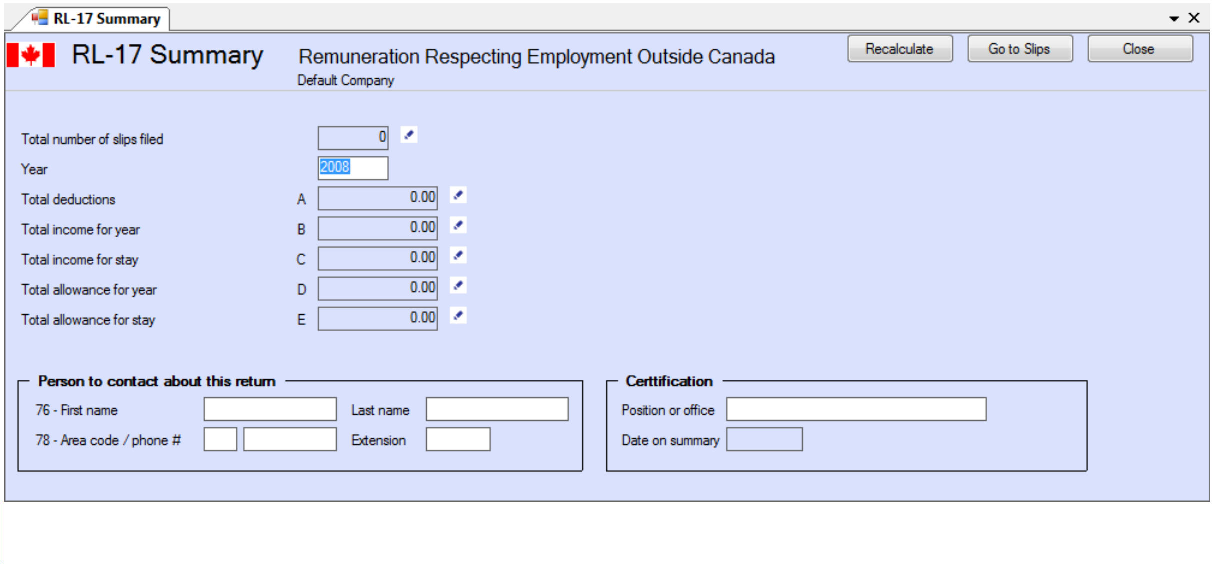
Recalculate Button

Click this button to recalculate all calculated values, this will also return all **overridden** 51 values to their calculated value.

Go to Slips Button

Click on this button to display the RL-2 slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

7.13 RL17 Summary



Person to Contact About this Return

The default contact information entered on the **New Company Defaults** 121 page of the **User Settings** 129 submenu of **Setup** 28 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time.

Certification

The default certification information entered on the **New Company Defaults** 121 tab of the **User Settings** 129 submenu of **Setup** 28 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 139 screen.

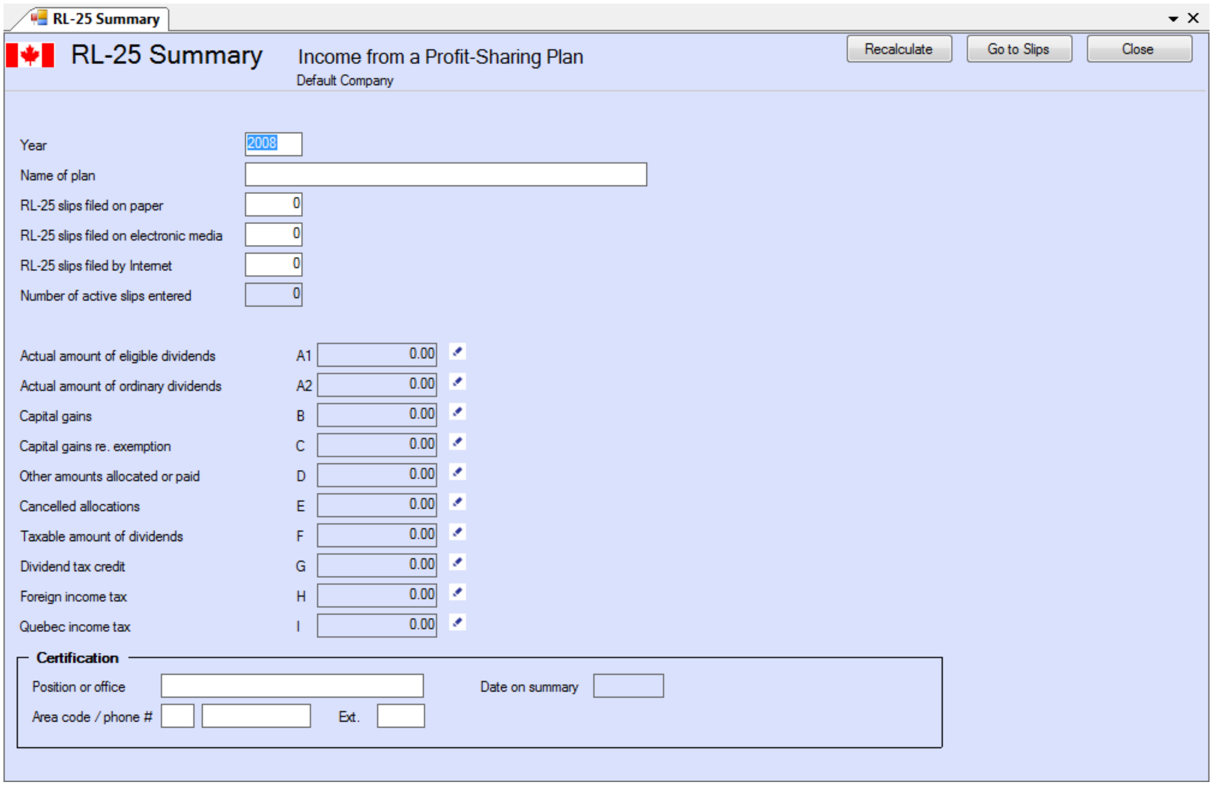
Recalculate Button

Click this button to recalculate all calculated values, this will also return all **overridden** 51 values to their calculated value.

Go to Slips Button

Click on this button to display the RL-17 slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

7.14 RL25 Summary



Certification

The default certification information entered on the **New Company Defaults** [121] tab of the **User Settings** [129] submenu of **Setup** [28] menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** [139] screen.

Recalculate Button

Click this button to recalculate all calculated values, this will also return all **overridden** [51] values to their calculated value.

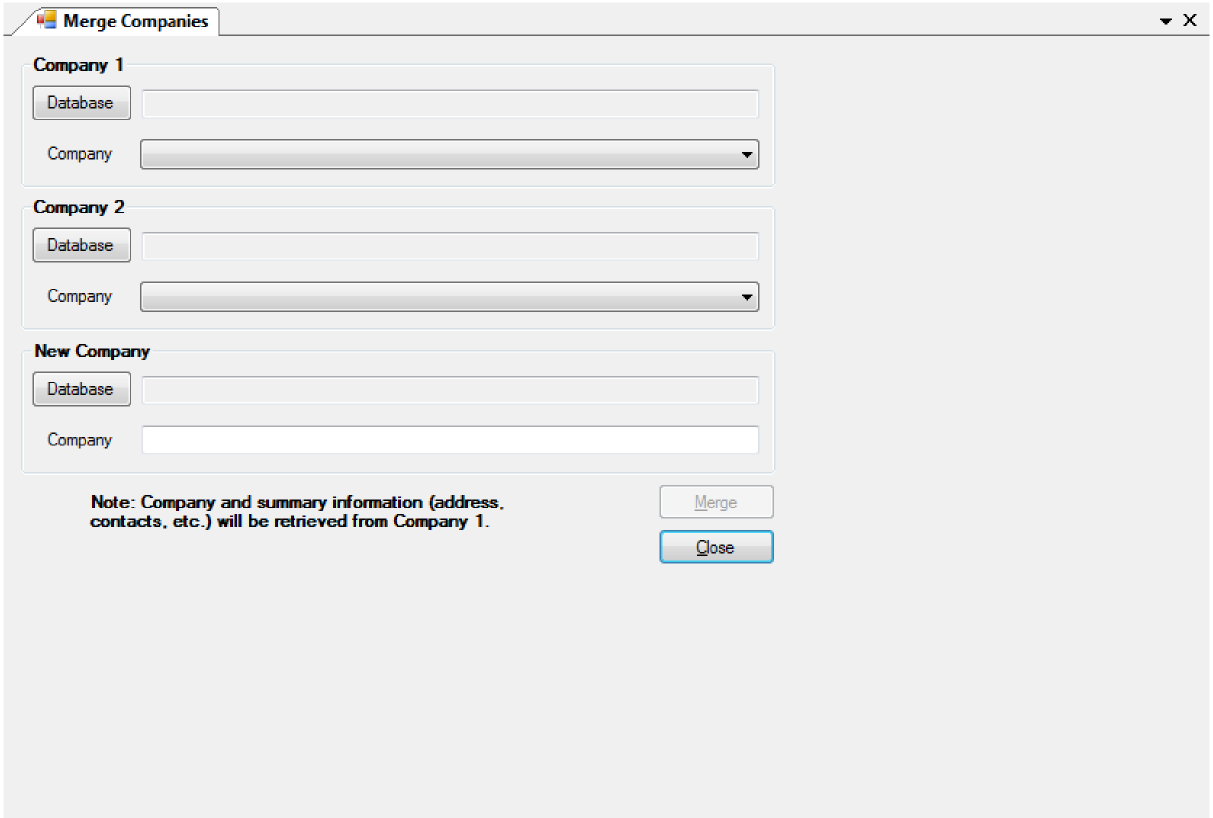
Go to Slips Button

Click on this button to display the RL-25 slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

Part VIII

8 Using Tools to Manipulate Data

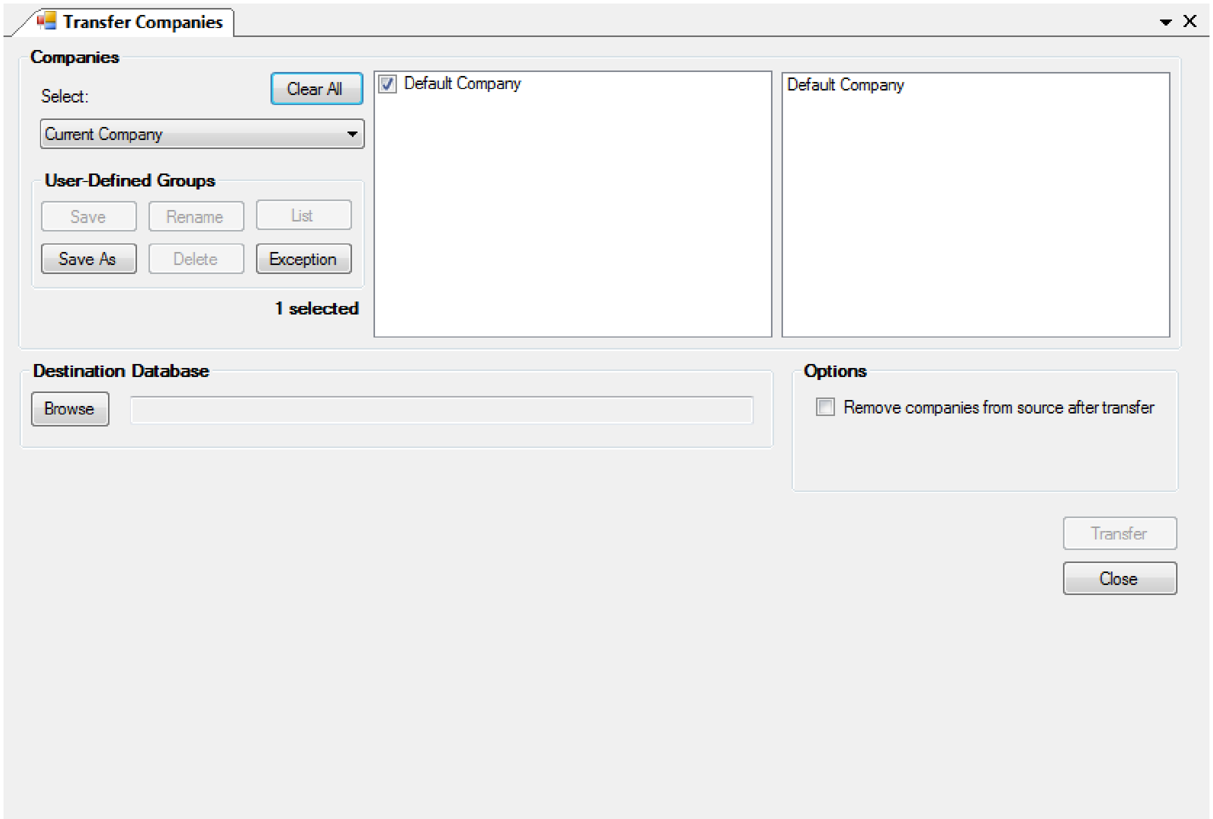
8.1 Merge Companies



Use the Merge Companies function to merge two companies as a third company. The companies to be merged can be selected from any existing database(s) accessible to T4 TimeSaver.NET. The resulting company containing the merged data must not already exist in the database in which it will be stored, which can also be any existing database accessible to T4 TimeSaver.NET.

To merge two companies into a new third company you must first select the database containing the first company by clicking on the "Database" button in the "Company 1" area and using the "Company" selection box to choose the desired company. Do the same in the "Company 2" area to select the second company to be merged. Finally, in the "New Company" area, select the database to which the resulting company will be saved and enter the name of the resulting company in the "Company" field. If the resulting company already exists in the selected database the Merge will not take place; either a new and unique company name must be entered or a **new database** 36 chosen to store the resulting company.

8.2 Transfer Companies

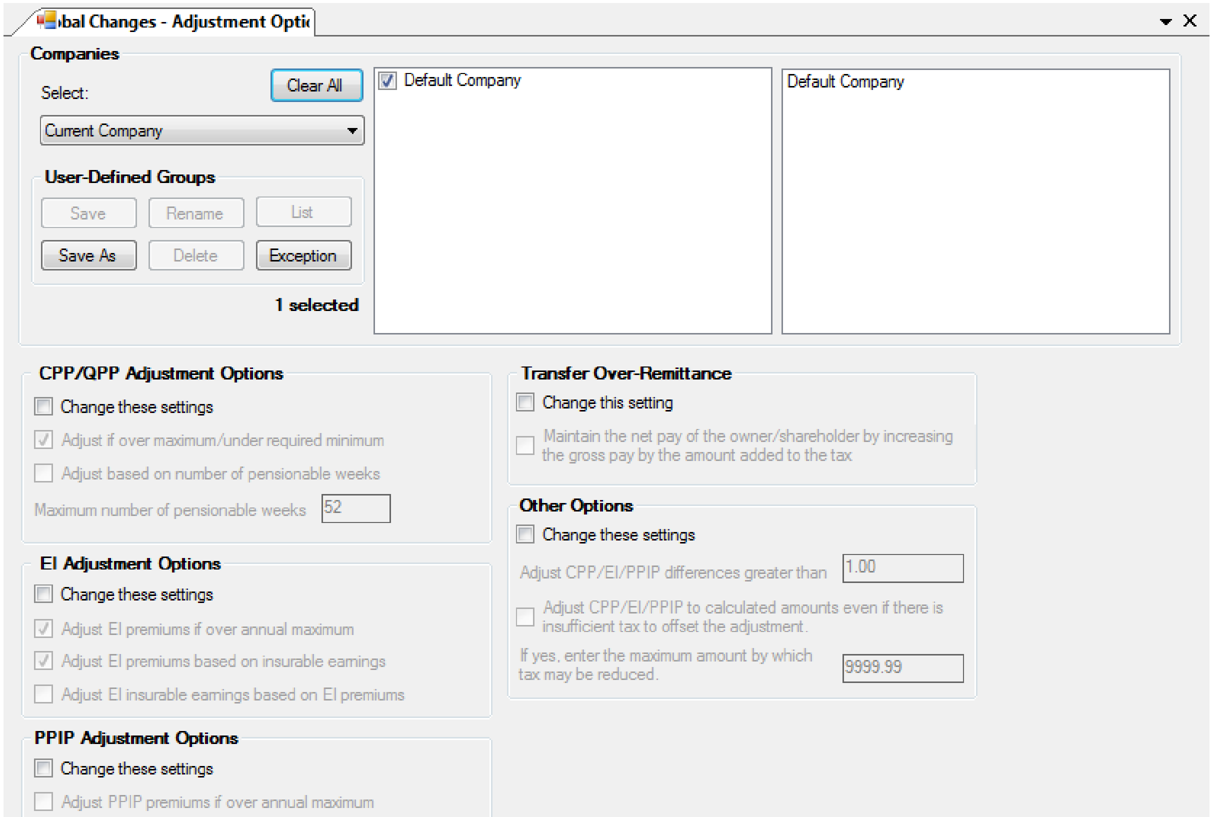


Use the Transfer Companies function to transfer one or more companies from the current database to another database. Set the destination database by selecting any existing database. Indicate which company(ies) you wish to transfer using the Select, Unselect, Select All, and Unselect All buttons. As companies are added to the transfer list they will be displayed in the box on the right.

Options
Remove companies from source after transfer
If this option is checked, information for the transferred companies will exist only in the destination database; it will be removed from the source database. If this option is not checked, information for the transferred companies will exist in both the source database and the destination databases.

8.3 Global Changes

8.3.1 Adjustment Options

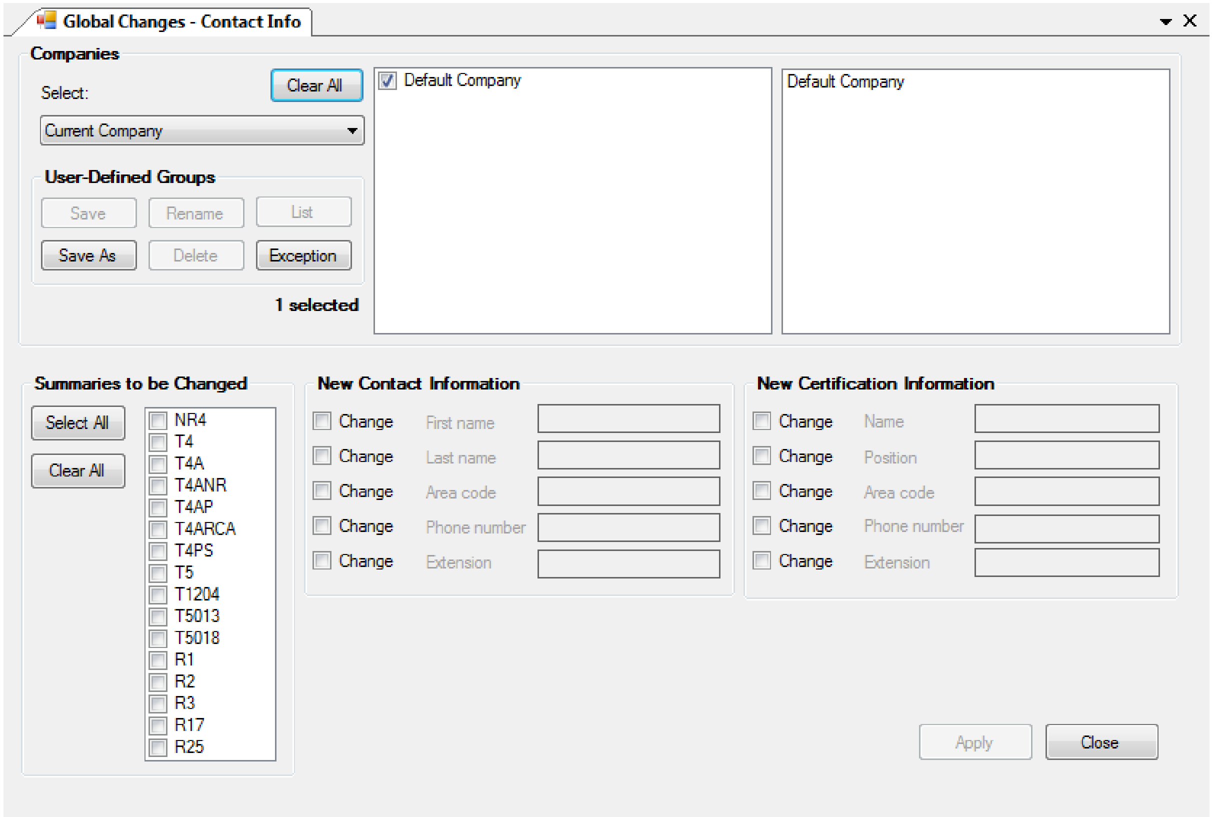


Use the Global Changes - Adjustment Options tool to modify the adjustment options for any number of companies in the current database. The **Adjustment Report** 141 must be run again to apply any changes made to the slips for the companies in question. See the following sections of this guide for detailed descriptions of each adjustment option.

- **CPP/QPP Adjustment Options** 82
- **EI Adjustment Options** 83
- **PPIP Adjustment Options** 84
- **Transfer of Over-Remittance** 84
- **Other Options** 85

Changes made using this tool can not be reversed.

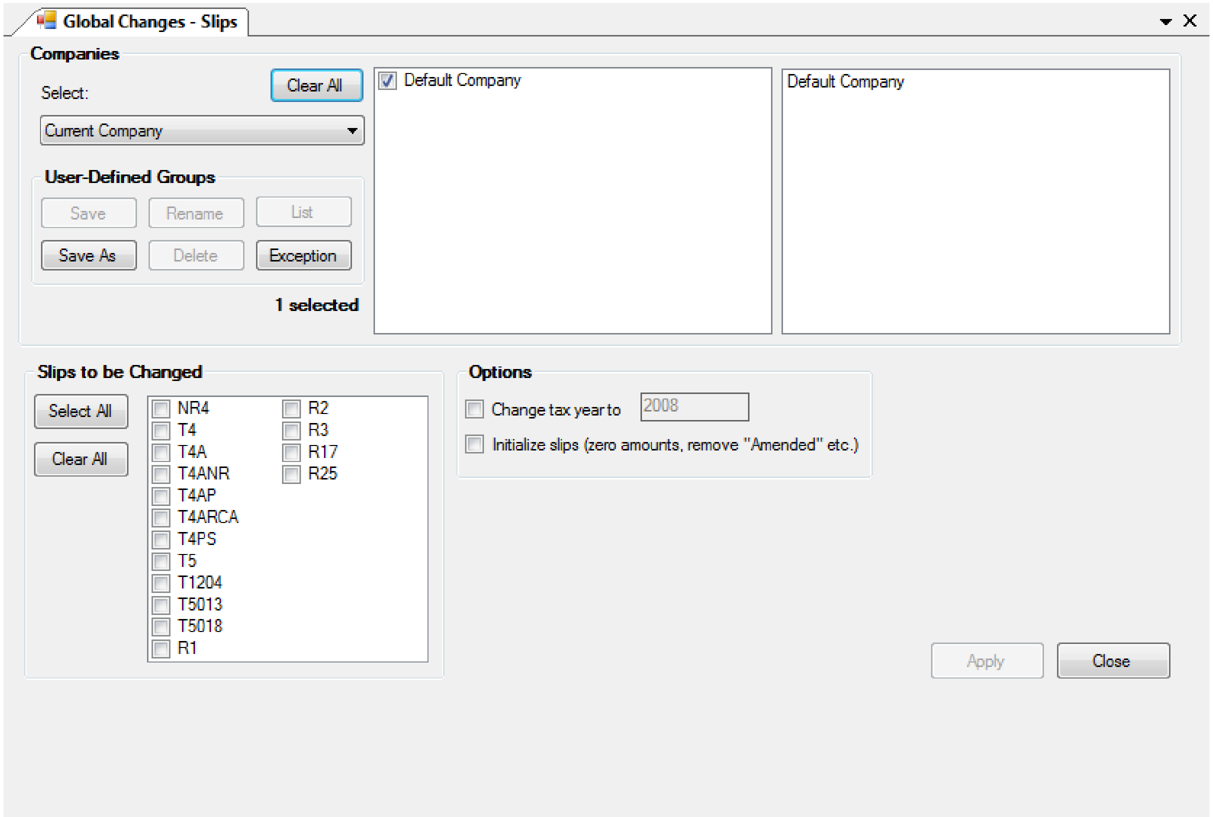
8.3.2 Contact Information



Use the Global Changes - Contact Information tool to modify the contact information on the summaries of any or all return types that exist for any or all companies in the current database. Selected companies will appear in the box on the right. The return types to which the changes will be applied can be selected from the table at lower left. Updated contact and certification information can be entered as appropriate in the fields under the headings **New Contact Information** and **New Certification Information**. Clicking on "Apply" will apply the changes to all selected companies and return types.

Changes made using this tool can not be reversed.

8.3.3 Slip Information



Use the Global Changes - Slip Information tool to modify the taxation year and/or initialize data on slips of any or all return types that exist for any or all companies in the current database. Selected companies will appear in the box on the right. The return types to which the changes will be applied can be selected from the table at lower left. The desired changes can be entered as appropriate in the fields on the right. Clicking on "Apply" will apply the changes to all selected companies.

Changes made using this tool can not be reversed.

Options

Change tax year to
The year on all selected slips will be changed to the year indicated when this box is checked.

Initialize slips (zero amounts, remove "Amended" etc.)
Check this box to initialize all selected slips to contain only name and address information.

8.4 Import Data

T4 TimeSaver.NET Plus Only

If you have information in a payroll package or another tax slip preparation software product, it may be possible to import this information into T4 TimeSaver.NET. If the software allows you to export to a spreadsheet or text file, you can use the Import from Excel File feature to import your slip data. Or, if the software will create an XML file suitable for submission to the CRA, you can use the Import from Payroll feature to import your slip data.

8.4.1 Import from Excel File

T4 TimeSaver.NET Plus Only

Instructions
1. Export your data to an Excel spreadsheet. Each sheet in the spreadsheet may contain data for one company and one type of slip only. (Example: sheet 1 contains T4/RL-1 data for Company1, sheet 2 contains T4A data for Company1, sheet 3 contains T4/RL-1 data for Company2, etc.). Each sheet will be imported separately.

2. Insert a column to the far left so that the first column, A, is blank.

3. Insert a row at the top so that the first row, 1, is blank.

4. Designate the type of data being imported by entering one of the keywords shown in this table into every cell in column A.

Enter this text...	If the row contains...
T4	T4 and/or RL-1 slip information
T4A	T4A slip information
T5	T5 and/or RL-3 slip information
T4PS	T4PS information
NR4	NR4 information
T4ANR	T4A-NR information
T5013	T5013 (Partnership) information
T5018	T5018 information
RL2	RL-2 information
RL15	RL-15 information
RL17	RL-17 information
RL25	RL-25 information

5. Complete the first row for each block of information by adding the headings that T4 TimeSaver.NET expects to find for that type of information. See **Headings for Import Files** 177 for details about headings for each type of slip information.) For example, the first row for a list of T4 slips might look like this:

T4 LASTNAME FIRSTNAME INITIAL ADDRESS1 ADDRESS2 CITY PROV POSTAL SIN (etc.)

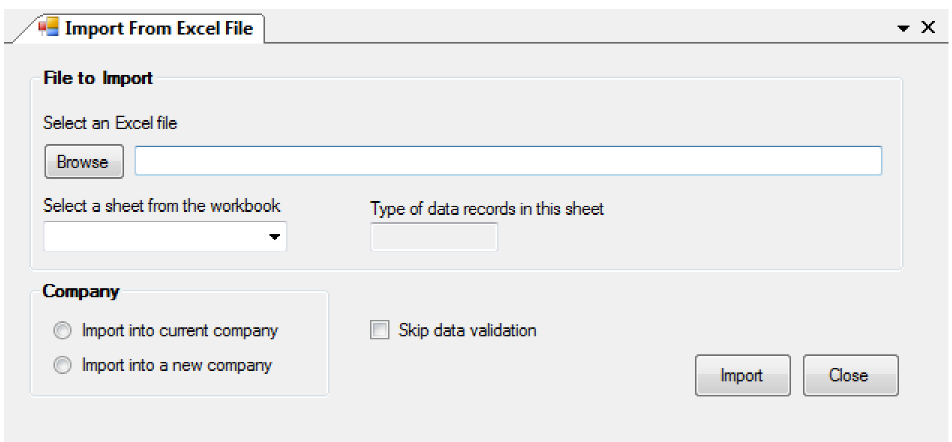
6. Make sure that the contents of each column match the headings you just added. For example, if the city and province are in one column, you need to move the province to the PROV column and the city to the CITY column. Our sample spread sheet would look something like this:

	A	B	C	D	E	F	G	H	I	J	
1	T4	LASTNAME	FIRSTNAME	INITIAL	ADDRESS1	ADDRESS2	CITY	PROV	POSTAL	COUNTRY	SIN
2	T4	Aarons	Aaron	A	1 Apple Street	Apt 1	Acton	ON	A1A 1A1	CAN	123
3	T4	Brown	Bob	B	2 Birch Street		Barrie	ON	B2B 2B2	CAN	123
4	T4	Clark	Charlie	C	3 Cedar Street		Collingwood	ON	C3C 3C3	CAN	123
5	T4	Dickson	Daryl	D	4 Delaware Street	Suite 4	Durham	ON	D4D 4D4	CAN	123
6	T4	Emery	Ellen	E	5 Everett Street		Ewing	ON	E5E 5E5	CAN	123
7	T4	French	Fred	F	6 Fir Street		Fergus	ON	F6F 6F6	CAN	123
8	T4	Gunderson	George	G	7 Gray Street	Apt 7	Grimsby	ON	G7G 7G7	CAN	123
9	T4	Henstock	Hazel	H	8 Hettersley Street	Apt 8	Hamilton	ON	H8H 8H8	CAN	123
10	T4	Ivers	Irene	I	9 Ichabod Street		Islington	ON	9I9 I9I	CAN	123
11	T4	Jones	Jerry	J	10 Jasper Street		Jonestown	ON	J0J 0J0	CAN	123
12	T4	Kennedy	Kathy	K	11 Killdere Street	Suite 11	Kingston	ON	K1K 1K1	CAN	123
13	T4	Lovell	Laura	L	12 Lavender Street		London	ON	L2L 2L2	CAN	123
14	T4	Martin	Mark	M	13 Main Street	Apt 13	Maple	ON	M3M 3M3	CAN	123
15	T4	Nixon	Noah	N	14 Newton Street		Newmarket	ON	N4N 4N4	CAN	123
16											

There is no need to include columns for every heading listed in the appendix, Only include the headings for which you have data. Additionally, if you have a column of data in your spreadsheet that you do not wish to import, you can either delete the column, or give it the heading "NULL". Any column headed NULL will be ignored by the import process.

7. Save and close the Excel spreadsheet.

8. Start T4 TimeSaver.NET. From the **Tools** menu, choose **Import** and then **Import from Excel File**.



9. Browse to the location of the Excel file you just created.

10. Indicate which sheet in the spreadsheet you wish to import data from. The **Type of data records in this sheet** field should indicate the correct data type automatically.

11. Indicate whether you wish to **Import into current company** or **Import into a new company**. If you select the latter, you will be prompted for a new company name. You will need to edit the company profile at a later time to complete the data entry for the company information.

12. Click **Import**.

What happens

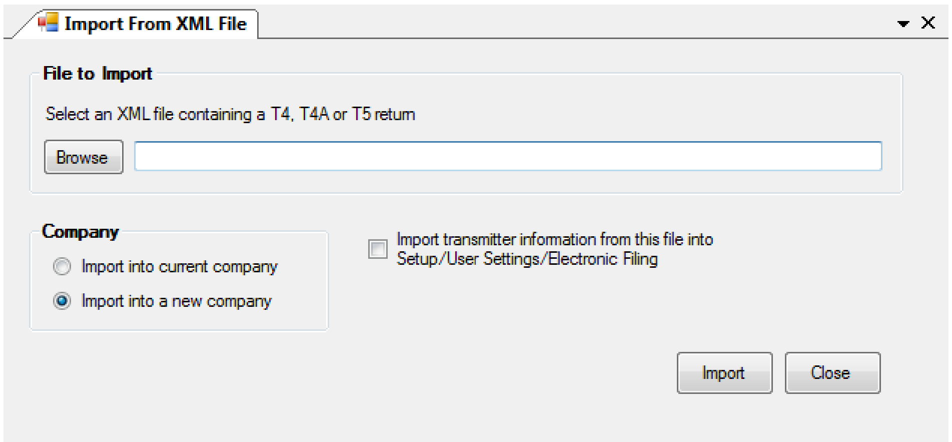
T4 TimeSaver.NET adds the slip data to the company you indicated. If there are already slips of this type in the company, the imported data will be added after the existing slips. A summary for the return

will be created or updated as required. For example, if you have a company with 10 T4 slips and you import a list of 15 more T4 slips, T4 TimeSaver.NET updates the T4 summary with the totals of all 25 slips.

8.4.2 Import from XML File

T4 TimeSaver.NET Plus Only

1. Start T4 TimeSaver.NET. From the **Tools** menu, choose **Import** and then **Import from XML File**.



2. Browse to the location of the XML file you wish to import data from. Any XML file meeting the electronic data submission requirements of the CRA or MRQ may be imported. Some payroll software may have the option to create XML files meeting those requirement; however, we have heard in the past of clients for whom the import from XML did not work due to inconsistencies between the source data and the requirements of the CRA or MRQ.

3. Indicate whether you wish to **Import into current company** or **Import into a new company**. If you select the latter, you will be prompted for a new company name. You will need to edit the company profile at a later time to complete the data entry for the company information.

4. Click **Import**.

What happens
T4 TimeSaver.NET adds the slip data to the company you indicated. If there are already slips of this type in the company, the imported data will be added after the existing slips. A summary for the return will be created or updated as required. For example, if you have a company with 10 T4 slips and you import a list of 15 more T4 slips, T4 TimeSaver.NET updates the T4 summary with the totals of all 25 slips.

8.4.3 Open Excel Templates

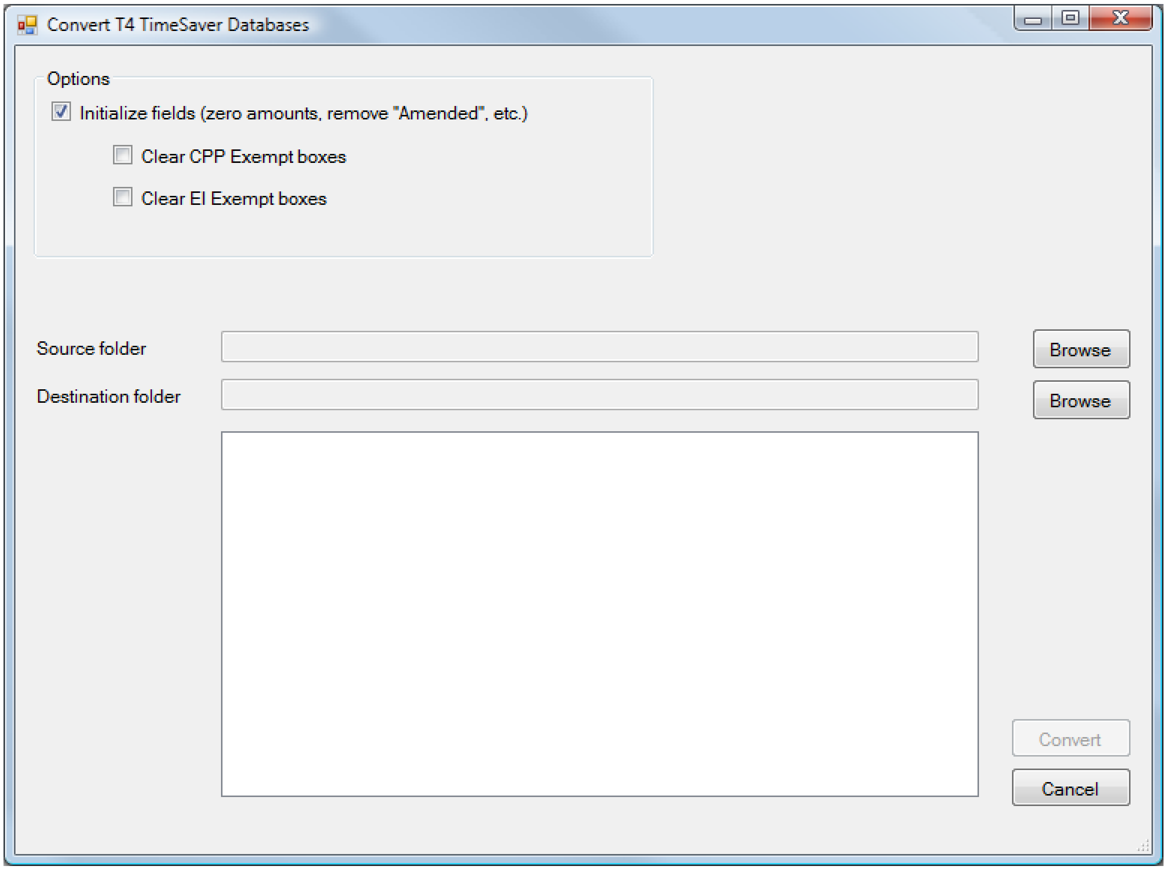
T4 TimeSaver.NET Plus Only

This menu item opens the Excel import templates using your default spreadsheet editor. The templates were installed with T4 TimeSaver.NET in the DB folder in the same folder where T4 TimeSaver.NET was installed. Use the Excel import templates as a guide in creating an import file that can be used to import data from third party applications into T4 TimeSaver.NET.

Note: Use your spreadsheet editor's "Save As" function to save the spreadsheet containing your data under a different filename. Failure do this will cause the Excel import template to be

overwritten by the file containing your data; making your import data available to all other users of T4 TimeSaver.NET (as well as permanently deleting the Excel templates).

8.5 Convert Databases



The Convert Databases function converts “T07" (Original T4 TimeSaver) and “T07N" (T4 TimeSaver.NET) databases into a “T08N" database of the same name. Use this function to maintain the company and employee data.

<u>Options</u>
You can choose to set all dollar values to zero and to remove any “amended” markers by checking this box. Otherwise, all dollar values will be maintained and amended slips will still be labeled amended. Check in the appropriate box(es) if you want to clear the CPP exemption fields, the EI exempt fields, the T5013 Details boxes and/or to initialize the partnership forms.

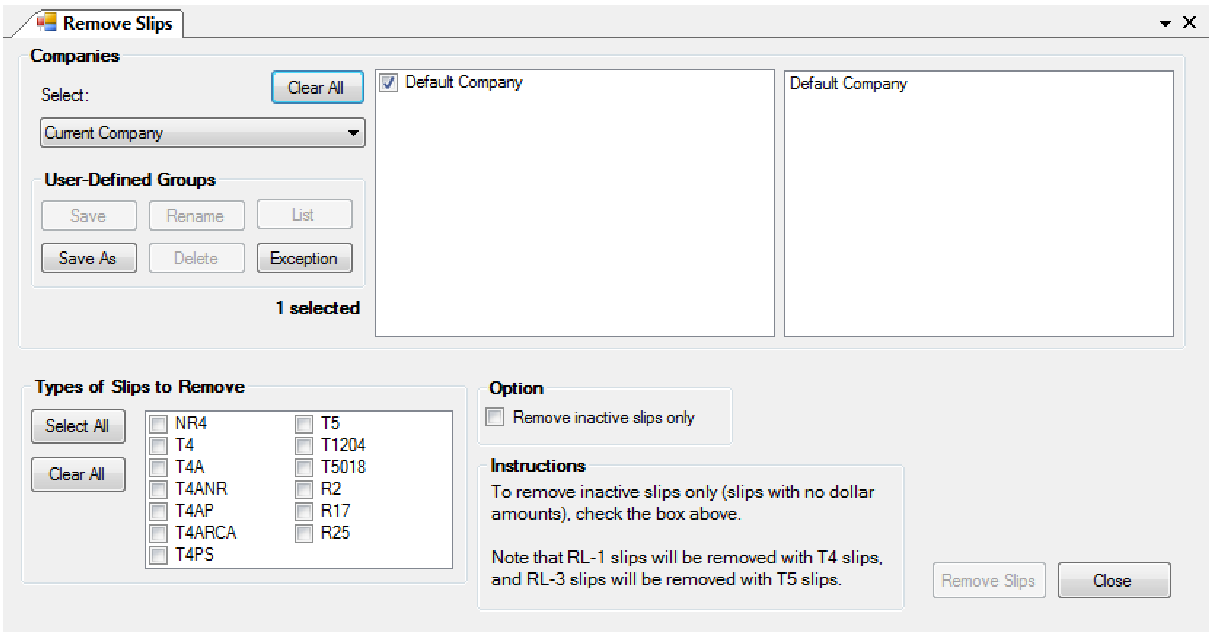
<u>Select Source Folder</u>
Choose the drive and directory that contains the 2007 databases you wish to convert. T4 TimeSaver.NET will automatically find and list all the files having a “T07" (Original T4 TimeSaver) or “T 07N" (T4 TimeSaver.NET) extension. The 2007 database will not be deleted; instead, a new “T08N" database will be created.

<u>Select Destination Directory</u>
Choose the drive and directory in which you wish to store the 2008 database. The directory can be the

one containing the 2007 database or you can create a new one each year.

Select Data file(s) to be Converted
Highlight the file(s) you wish to convert. T4 TimeSaver.NET will create a new file with the same name but with a “T08N" extension in the same directory as the original 2007 database. Only the highlighted file(s) will be converted when the **Convert** button is clicked.

8.6 Remove Slips



The Remove Slips function allows you to remove all slips of any type for any company in the database.

Part IX

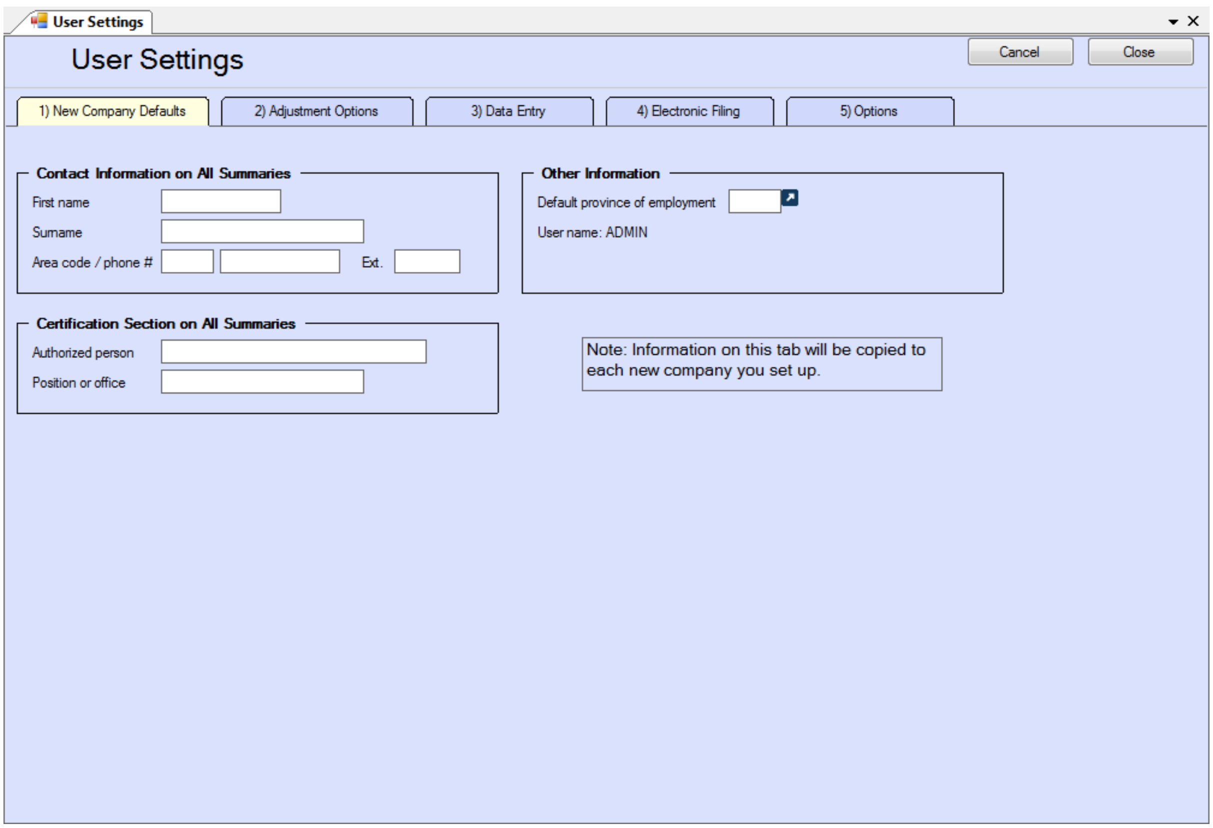
9 Using Setup to Configure T4 TimeSaver.NET

9.1 User Settings

For the Plus version of T4 TimeSaver.NET, each user may set their own default preferences in a number of areas, such as New Company, T4 Adjustment, Data Entry and Electronic Filing options. These user settings are linked to the User Name used when logging in to T4 TimeSaver.NET.

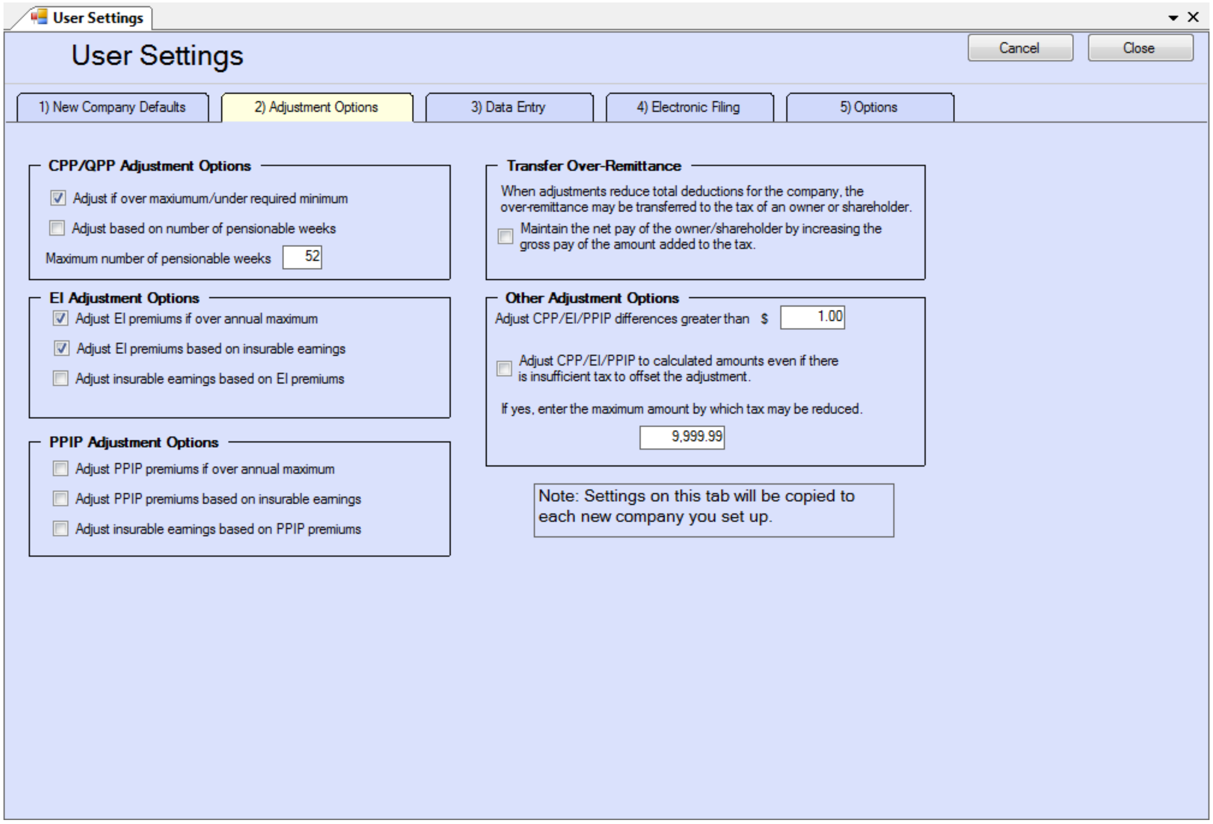
9.1.1 New Company Defaults Page

Complete the **New Company Defaults** page. This information will be automatically entered into each new company you set up. You may override these defaults for individual companies as you set them up.



9.1.2 T4 Adjustment Defaults Page

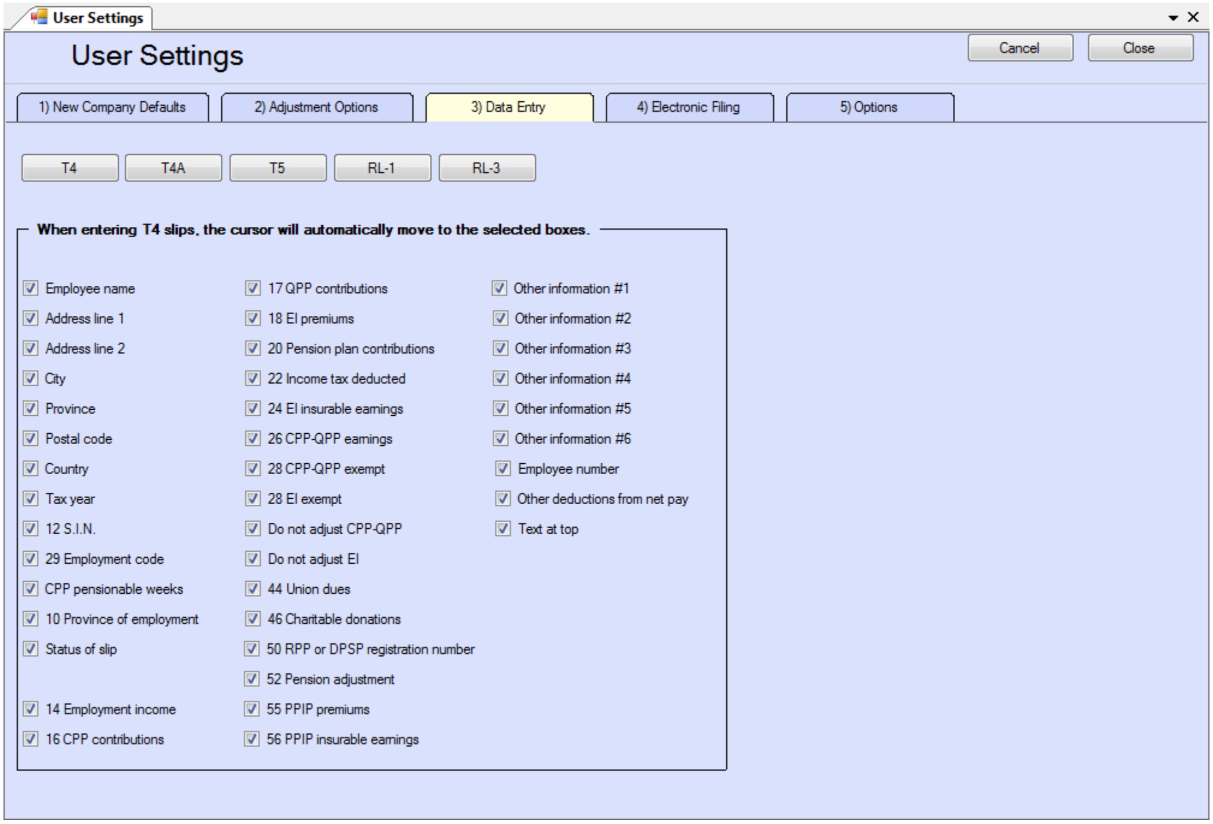
Complete the **T4 Adjustment Defaults** page. The information on this page will be copied to the **T4 Adjustment Options** page of the **Company Information** window for each new company. See further information in **Adjusting T4s** 82 regarding how to set the adjustments options to best suit your needs.



9.1.3 Data Entry Pages

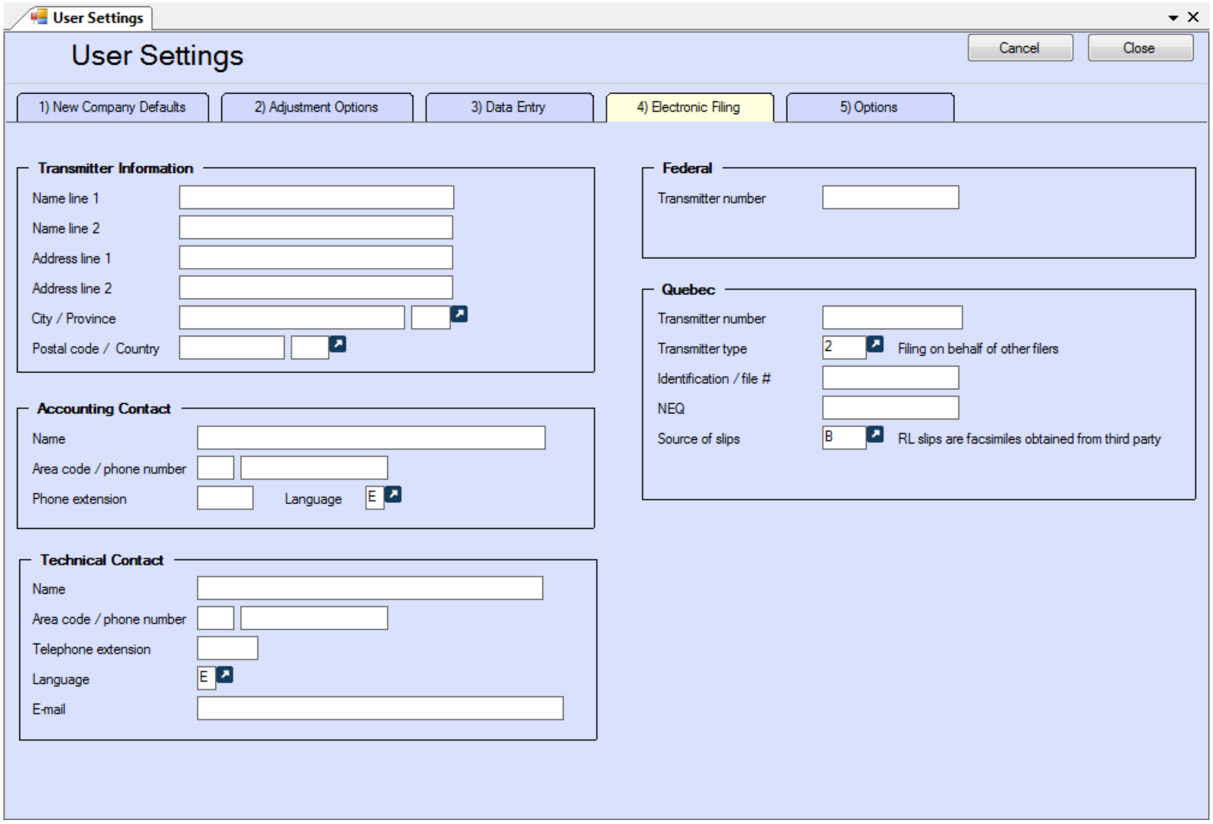
Each of the data entry pages contains check boxes corresponding to the boxes on the data entry form. As you enter slip information, it may not be necessary for you to enter information into each box as some may be left blank or they may contain a default value. Place a check mark beside the name of each box where you want the cursor to stop and remove the check mark from beside any box where you do not require the cursor to stop.

The following is a sample of the T4 Data Entry page:



9.1.4 Electronic Filing Page

The **Electronic Filing** page contains information required by the system to submit information returns on diskette, CD, DVD, or via the internet. Enter the name and address of the company responsible for transmitting the electronic filing data and the names and phone numbers for accounting and technical contacts. If CRA has assigned a transmitter number for federal forms, it should be entered. If you will be filing any Québec forms, you will need to complete all the fields in the Quebec section. See Electronic Filing Preparation 148 for further information regarding electronic filing.



You do not have to submit a test file to CRA before filing your returns electronically. We have already received approval for the electronic filing format on your behalf.

All data fields on the left half of this screen must be filled to prevent errors from being reported when an electronic submission is validated.

Transmitter Information
Enter the information that describes your company, not the company for whom you will be preparing electronic returns (unless you are preparing electronic returns for your own company).

Accounting Contact
Enter name and contact information for the person capable of responding to accounting related inquiries from the CRA for returns submitted by this entity.

Technical Contact
Enter name and contact information for the person capable of responding to technical inquiries from the CRA for returns submitted by this entity.

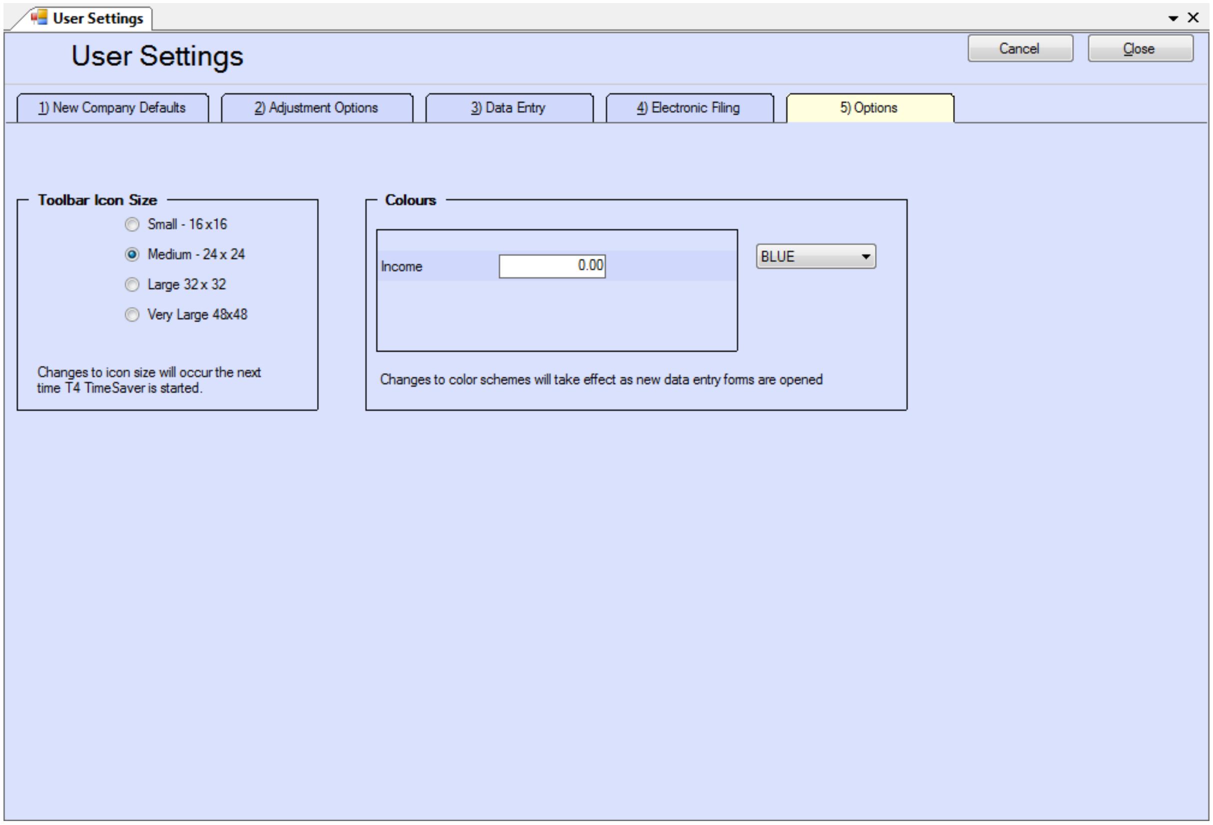
Transmitter number
The Transmitter number is supplied by the CRA and is in the format:

MM*nnnnnn* (where *n* represents a numeric character)

Enter MM000000 into this field if you have not yet been assigned a Transmitter Number.

9.1.5 Options

This feature allows you to personalize your display.



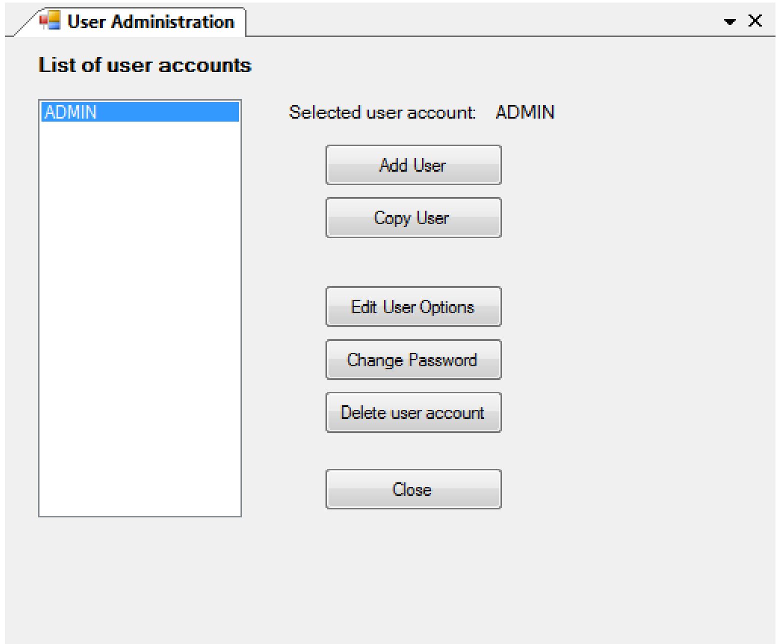
Toolbar Icon Size
Set to small, medium, large, or very large as desired.

Colours
Select a predefined colour scheme from the list, a preview of the colour scheme will be displayed for your review. If you select CUSTOM, you must then select both a background colour and band colour by clicking on the appropriate boxes and selecting from the colours displayed.

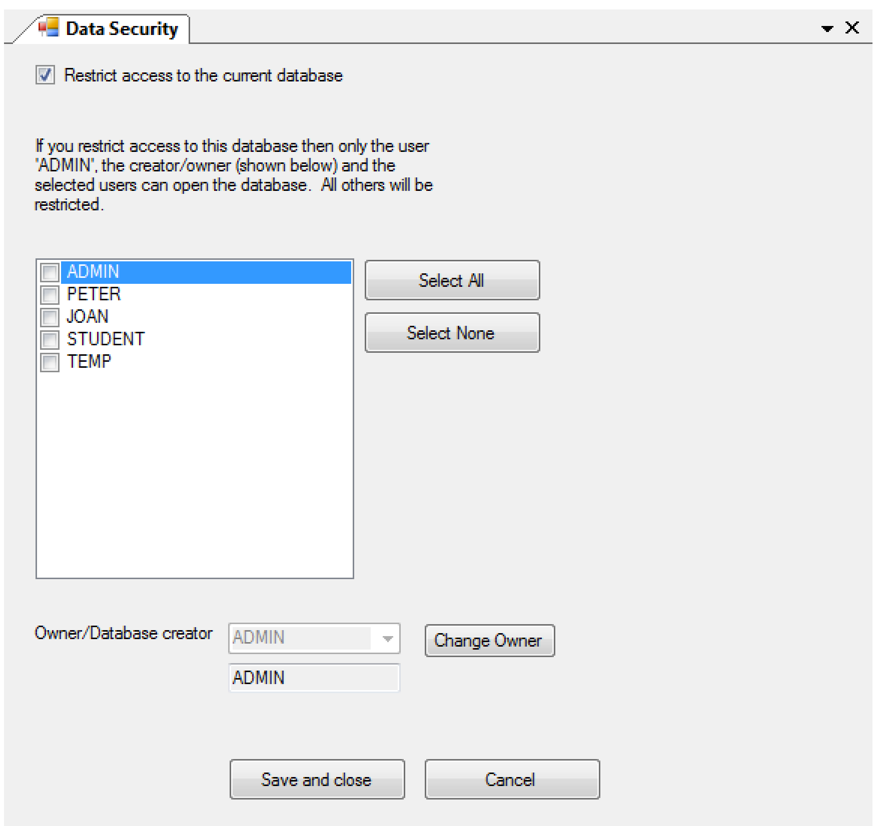
9.2 User Administration

T4 TimeSaver.NET Plus Only

This feature is only available to the administrator logged in with the user name "ADMIN". The administrator is able to change the password for any user, as well as deleting a user account altogether.



9.3 Data File Security

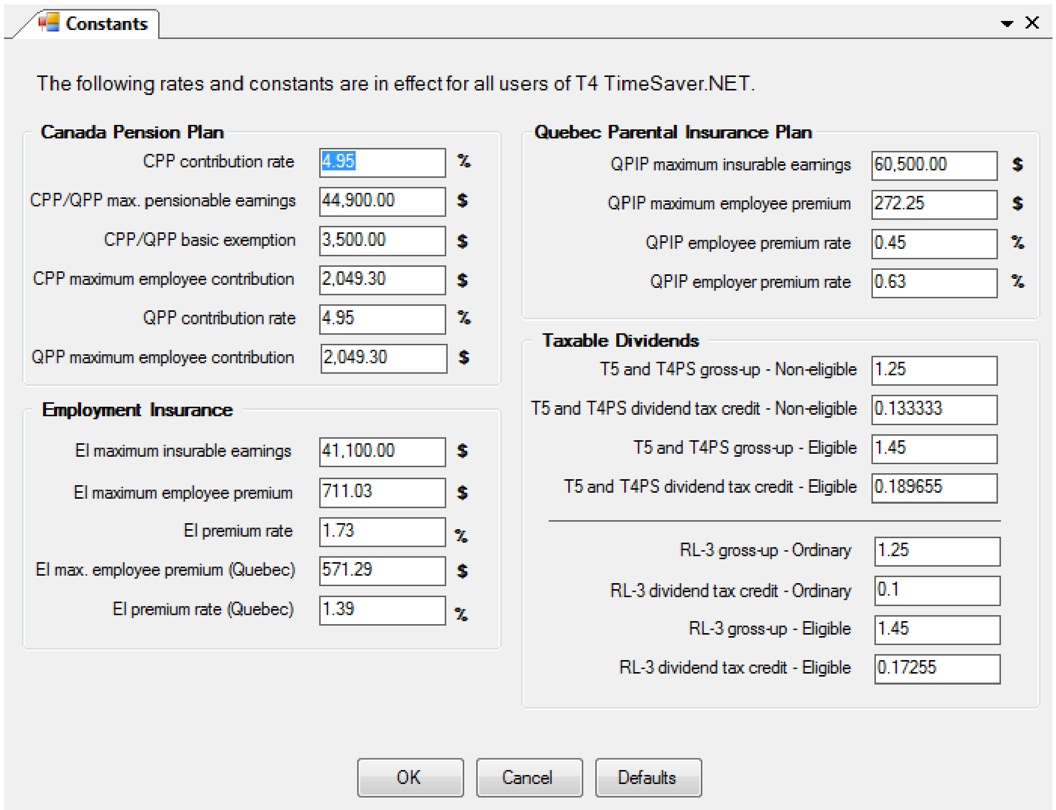


Use the Data File Security utility to restrict access to the current database to selected users. When the "Restrict access to the current database" option has been selected only users with a check beside

their name will be able to access the database.

The user ADMIN is always able to set access restrictions for any database, regardless of ownership. The owner of a database, typically its creator, has the ability to set access restrictions for that database. The ownership of any database can be changed to enable any other user the ability to set access restrictions.

9.4 Contribution Rates and Constants



T4 TimeSaver.NET comes set with the rates and constants set by legislation for 2008. Using this utility the rates and constants as required to enable preparation of returns using 2009 rates and constants when T4 TimeSaver.NET 2009 is not yet available (ie: To submit returns after a business closing midway through 2009). Click the **Defaults** button to return all rates and constants to their 2008 legislated values.

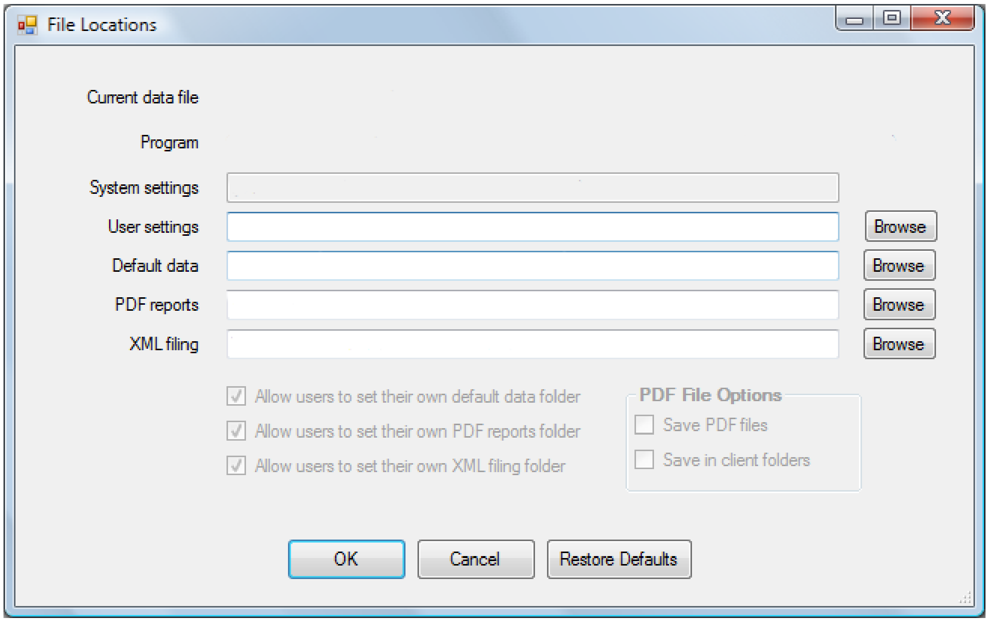
This feature is available to any user in the Basic Version and the ADMIN user in the Plus version.

9.5 File Locations

This function displays a list of the folders used to store the files used by T4 TimeSaver.NET. The administrator of the Plus version, logged in as "ADMIN", has the ability to allow users to set their own default data, PDF reports and/or XML filing folders, or require them to be located in a predetermined location. Removing the check mark in front of one of these options will cause that type of file location to be set only by the administrator (it would be grayed out to other users).

The **PDF File Options** are system wide selections to be used for all users and all reports. The administrator of the Plus version, logged in as "ADMIN", has the ability to change these settings.

Click the **Restore Defaults** button restore the folder locations to the default settings.

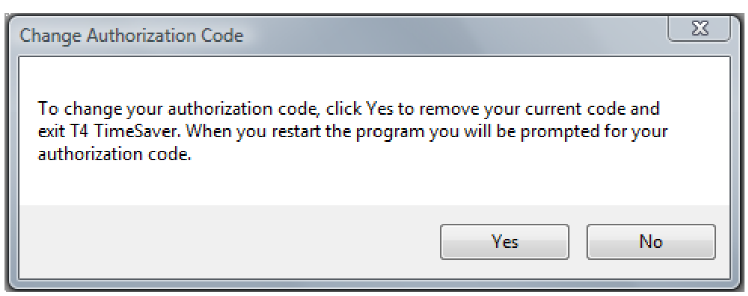


9.6 Change Authorization Code

This feature is available in the Basic version and, in the Plus version, to the administrator logged in with the user name "ADMIN". Use this feature to remove the current authorization code, allowing you to enter a new one. This would be used, for example, to upgrade from one version of T4 TimeSaver. NET to another.

Use of this function does <u>not</u> affect the database containing any form data already entered.

Click **Yes** to delete the existing authorization code and exit the program. The next time T4 TimeSaver. NET is started it will be unregistered and a new authorization code will need to be entered. Click **No** to cancel the function and return to T4 TimeSaver.NET.

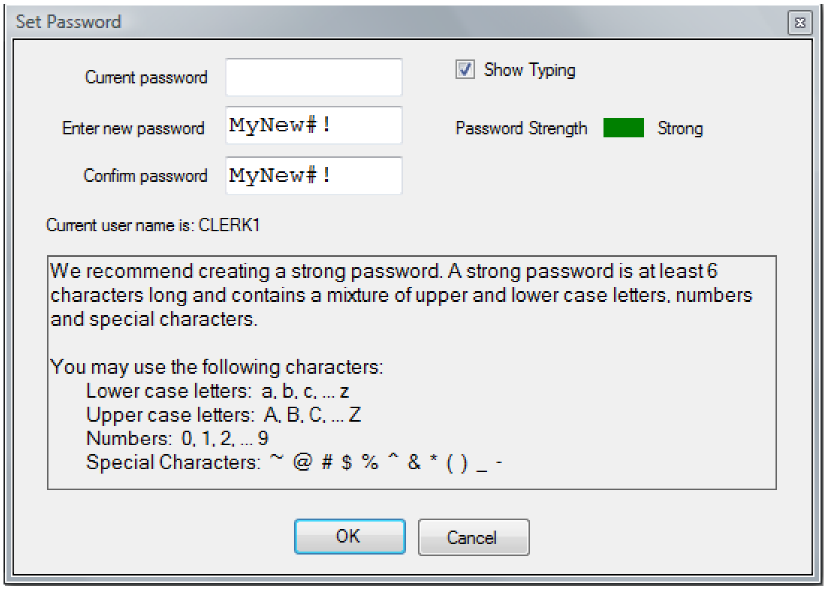


9.7 Change Your Password

T4 TimeSaver.NET Plus Only

This feature allows a user of the Plus version to change their own password. Type in the current password, the new password and then confirm the new password by typing it again. Check the **Show Typing** box to display the password, leave it unchecked to display asterisks instead. Follow the instructions given for selecting a strong password. Press **OK** to implement the new password. Press **Cancel** to cancel the change and revert back to your current password. You will receive a confirming

message.



If the current password has been forgotten, the administrator, logged in as "ADMIN", will need to use the **User Administration** 125 function of the **Setup** 28 menu to change the password for the user.

9.8 Edit Setup Files

9.8.1 System Settings

This feature allows the direct editing of the global system settings found in the **T4NET 2008.INI** file. The System Settings option should only be used under the supervision of ELM Technical Support.

9.8.2 Paths

This feature allows the direct editing of the file location settings found in the **T4NET Paths.INI** file. The Paths setup option should only be used under the supervision of ELM Technical Support.

9.8.3 User Settings

This feature allows the direct editing of the session settings for the current user found in the ***username*** **.INI** file (where ***username*** designates the logon name of the current user). The User Settings option should only be used under the supervision of ELM Technical Support.

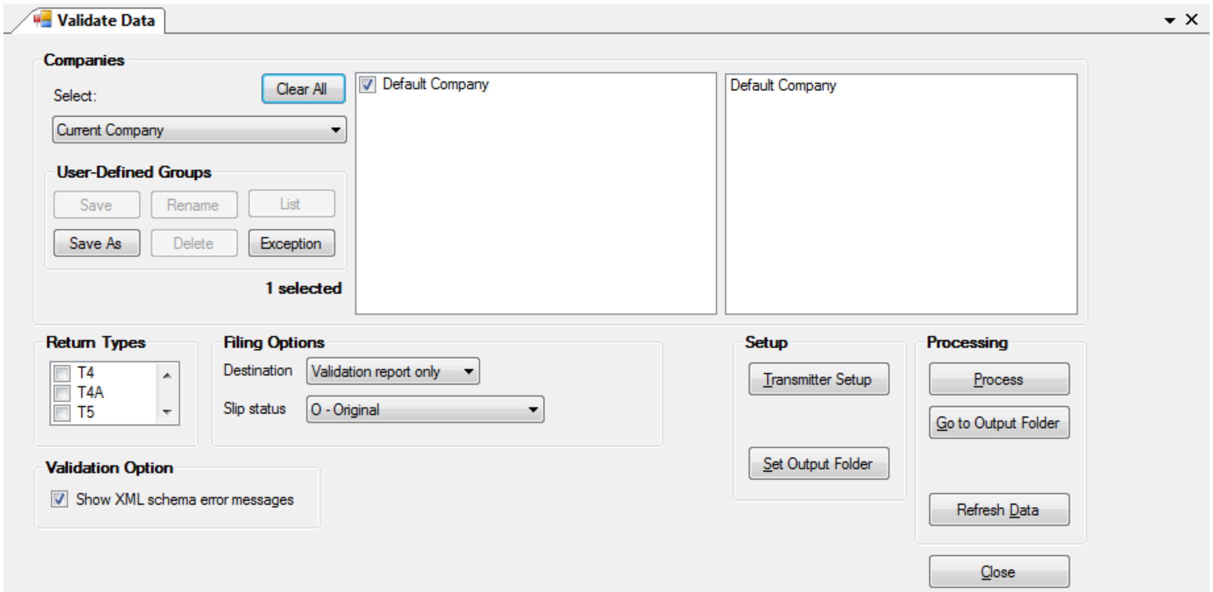
Part X

10 Producing Reports

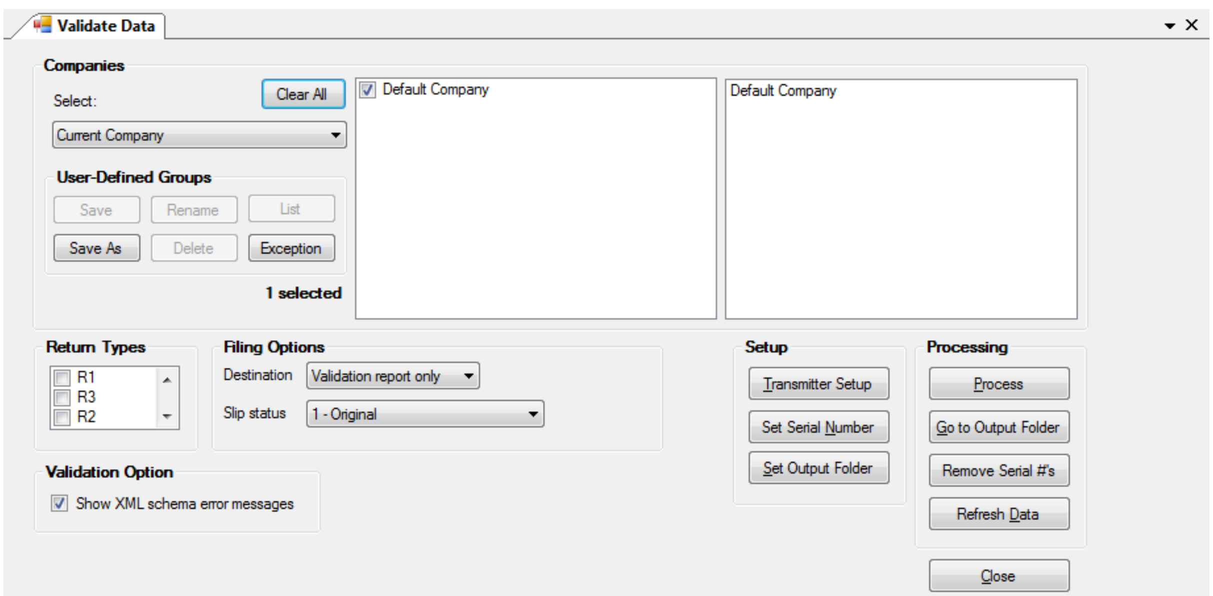
10.1 A Note on Using Adobe Reader to Print Reports

When using **Adobe Reader** to print PDF reports for submission, you must first turn off all scaling options within Adobe Reader to ensure that the printed reports will meet the requirements of the CRA and MRQ. Failure to do so may result in your submission being unacceptable by the CRA or MRQ. Scaling is not a concern when using the Quick Print button to send reports directly to your printer as this bypasses Adobe Reader.

10.2 Validating Data



Validation Report for CRA Submissions



Validation Report for MRQ Submissions

This report will be run automatically when you process returns for electronic filing, or it can be run at any time by selecting **Validate Data Before Filing** from the **Reports** menu. The CRA has strict filing requirements that must be met. The validation procedure will identify any missing or invalid data and allow you opportunity to correct the data before transmitting it.

Select the company or companies and the type of return(s) to be validated. Select “Validation report only” to run the validation report on its own, or select a filing method to both validate and create the electronic filing submission at the same time. If the data fails the validation procedure, the filing will be

aborted. See **Electronic Filing Preparation** 148 for further information regarding the settings in this window.

Click on Process.

The Critical Error Report will be generated. This report will list the location of missing or invalid data that will cause the data submission to be rejected by the CRA or MRQ

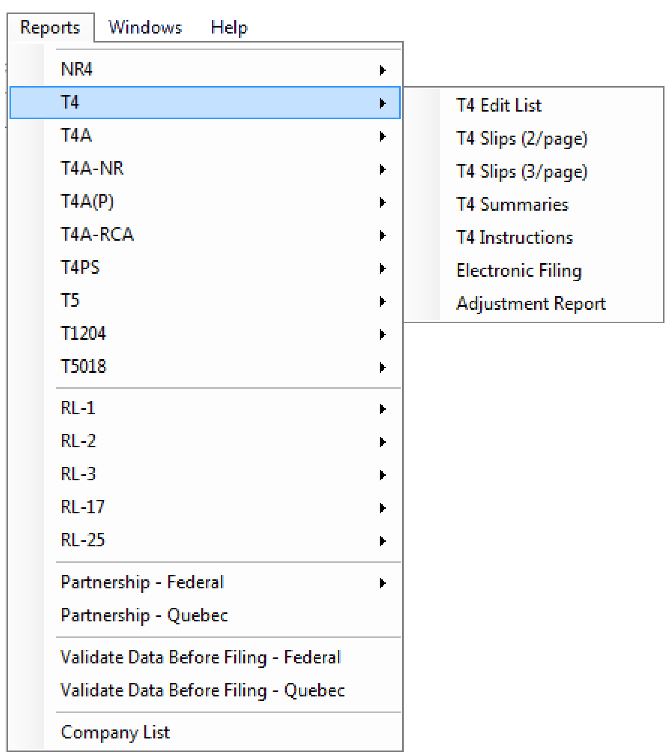
Click the **Warnings** button to view the missing or invalid data that may need to be corrected but will not cause rejection of the submission by CRA or MRQ. Either report can be printed by clicking the **Print** button.

Refresh Data
Use this button to incorporate any additions, deletions or changes made to the company list or changes made to individual slips since the Validating Data window was opened.

Set Output Folder
Allows the user to change the location of the XML submission files. See **File Locations** 127 for further information.

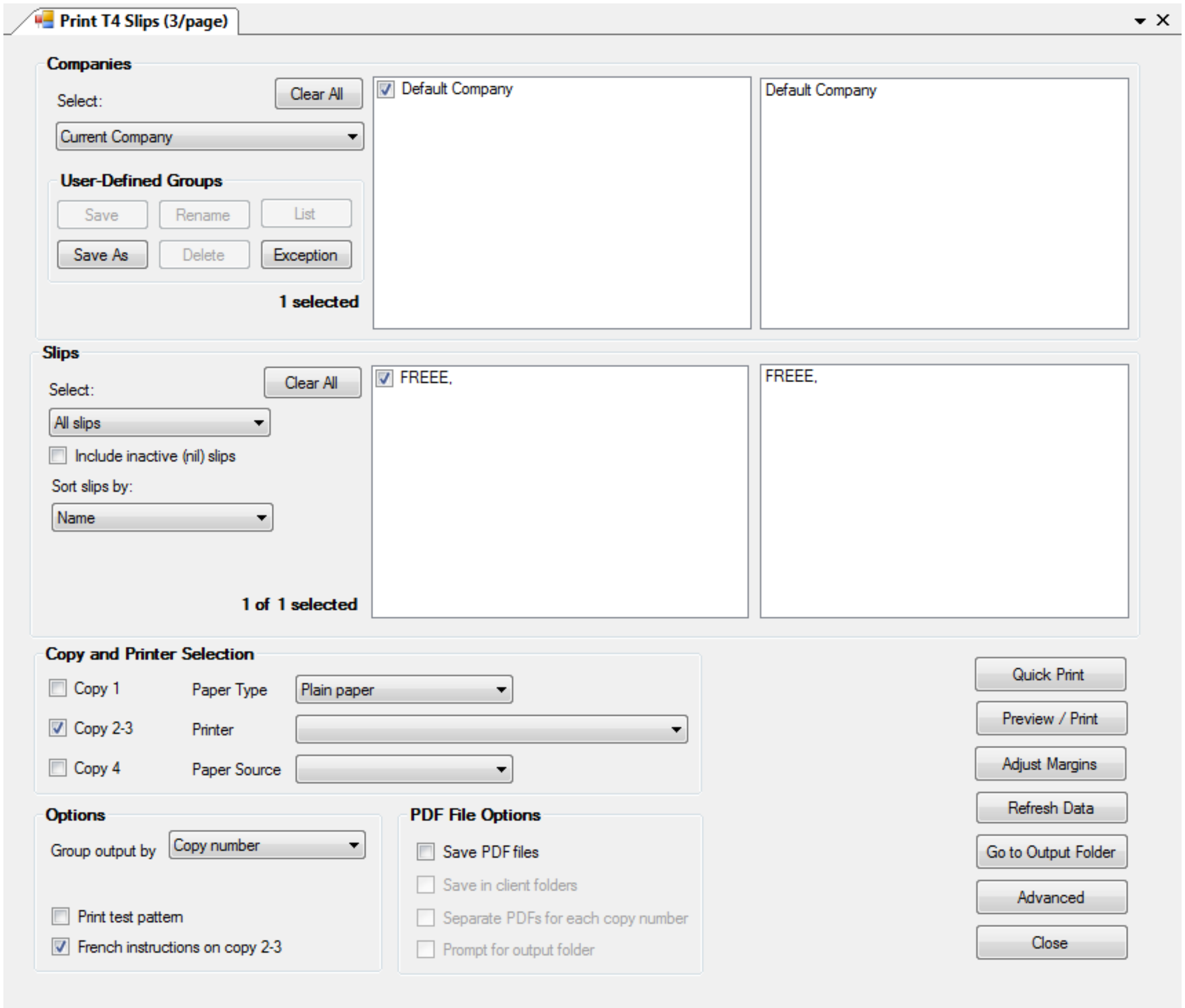
Go to Output Folder
Pressing this button will open the folder that the XML submission files will be stored.

10.3 Printing Slips



Select the desired type of slip from the **Reports** menu. A list of available reports for that type of slip will appear from which you can select the report you wish to print. The option of whether to print two slips

per page or three slips per page will be available only when selecting from T4 reports.



Note: T4 slips will report the unadjusted values for each slip unless all slips have been adjusted. A warning will be given if some slips are adjusted while others are not.

<u>Companies</u>

Select one of the options from the drop-down list:

- All Companies - print the slips for all companies in the current database
- Current Company - print the slips for only the current company
- Most Recently Used - print the slips for companies most recently included in any report
- Selected - print the slips for selected companies

The companies that match the selection you have made will be listed in the box on the left. If you chose **Selected**, click on the box beside each company you wish to select to put a check mark in the box and to have the company name appear on the list on the right.

Slips
Select one of the options from the drop-down list:

- All Slips - print all the slips for the selected companies
- Original Slips Only - print only the slips that have not been amended for the selected companies
- Amended Slips Only - print only the amended slips for the selected companies
- Cancelled Slips Only - print only the cancelled slips for the selected companies
- Selected Slips - print only the selected slips for one selected company

When only one company is selected, the slips that match the selection you have made will be listed in the box on the left. If you chose **Selected**, click on the box beside each name you wish to select to put a check mark in the box and to have the name appear on the list on the right.

Include inactive (nil) slips
Check this box if you want slips to print for recipients who have no dollar values on the slip.

Sort slips by
Choose the order in which you wish the slips to print from the given options. The options will change, depending on the type of slip to be printed.

Copies
Choose which copies of the slips you wish to print by checking one or more of the boxes. The options will change, depending on the Type of Form you have selected.

Options
Group output by
Choose to group the slips by copy number or by company.

Print test pattern
Check this box if you wish to test alignment settings for the selected form.

French instructions on copy 2-3
Check this box to print recipient filing instructions in French. Available only on forms printing three slips per page.

PDF File Options
Save PDF files
Printing forms, either slips or summaries, always creates a PDF file. If **Save PDF file** is selected, the PDF file will be saved in the indicated file when the Print window is closed. If **Save PDF file** is not selected, the PDF will be deleted when the Print window is closed. This is a system wide setting, the setting selected will be used by all users and for all reports. For T4 TimeSaver.NET Plus, only the administrator may change this selection.

Note: When using **Adobe Reader** to print PDF reports for submission, you must first turn off all scaling options within Adobe Reader to ensure that the printed reports will meet the requirements of the CRA and MRQ. Failure to do so may result in your submission being unacceptable by the CRA or MRQ. Scaling is not a concern when using the Quick Print button to send reports directly to your printer as this bypasses Adobe Reader.

Save in client folders
This option is only available when the **Group output by** option has been set to Company. Select this option if you wish to save PDFs in user-assigned client folders. The folder path is stored in the company record. If no folder path has been stored for a company included in the print job, or if the

folder is not accessible (eg. it is a network folder and you are not connected to the network), you will be prompted for the folder location even if the **Prompt for each client folder** option is not selected.

Separate PDFs for each copy number
Check this box to create a PDF file for each copy or company selected. Leave unchecked to create a single PDF file. The **Separate PDFs for each copy number** will be selected automatically if **Save in Client folders** has been selected.

Prompt for output folder
Check this box to have the program prompt you for the location of the PDF files to be saved. If you are printing slips for a single company, the folder you choose will be saved and the next time you print the slips for the same company, you will be prompted with the same location. You will be prompted for the output folder regardless of whether a folder has been assigned on the company record.

Quick Print
Prints the selected slips to the default printer without previewing the PDF. The default printer is set using your Windows Control Panel.

Preview/Print
Creates the slips in PDF format and displays them in Adobe Reader or Adobe Acrobat. The PDF files will be automatically saved according to the PDF File options selected. Press the Print button from within the Adobe preview program to send the slips to the printer.

Refresh Data
Use this button to incorporate any additions, deletions or changes made to the company list or changes made to individual slips since the Print window was opened.

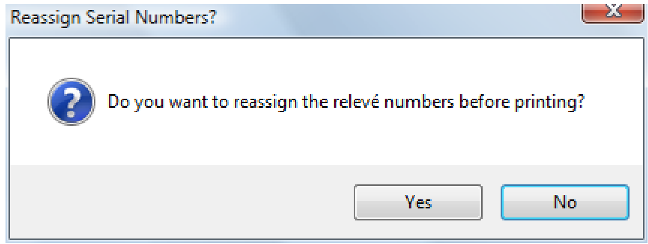
Adjust Margins
Opens the Adjust Margins dialogue, enabling you to reposition the data printed on pre-printed forms to fit within the provided fields. The unit of measure is inches where 0.10 represents 1/10 of an inch. Positive numbers will move the print to the right (horizontally) or down (vertically). Negative numbers will move the print to the left (horizontally) or up (vertically).

Go to Output Folder
Pressing this button will open the folder where the PDF files will be stored.

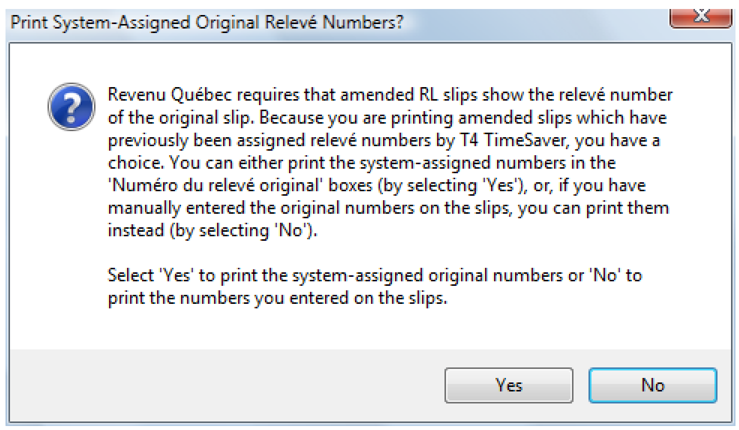
Advanced
Use this button to set advanced print settings.

10.3.1 Using Serial (Relevé) Numbers on RL Slips

Serial number (Relevé numbers) printed on RL-1, RL-2, RL-3, RL-17 and RL-25 slips are assigned sequentially by T4 TimeSaver.NET as slips are printed. Depending on the slip to be printed, its status and the answers you provide you will see one or more of the following dialogues.

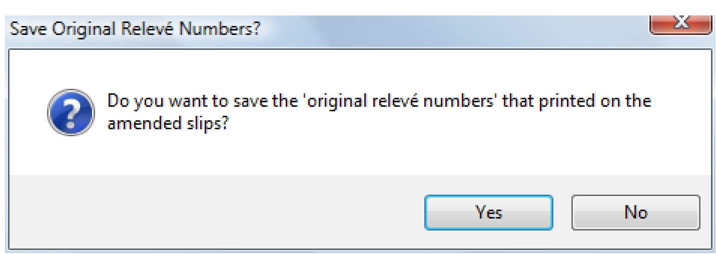


The screen above will be displayed when you are re-printing slips (whether original or amended), Clicking on "Yes" will cause T4 TimeSaver.NET to calculate a new serial number for the slip(s) being printed. Clicking on "No" will cause T4 TimeSaver.NET to print the slip(s) using the serial number already assigned. In the case where no serial number exists, T4 TimeSaver.NET will assign the next serial number in sequence.



The dialogue above will be displayed when one or more amended slips are included in the slips to be printed. If you answer "Yes" at this dialogue, ***all*** amended slips printed will be assigned a new serial number (as well as any original slip ***not*** already assigned a serial number).

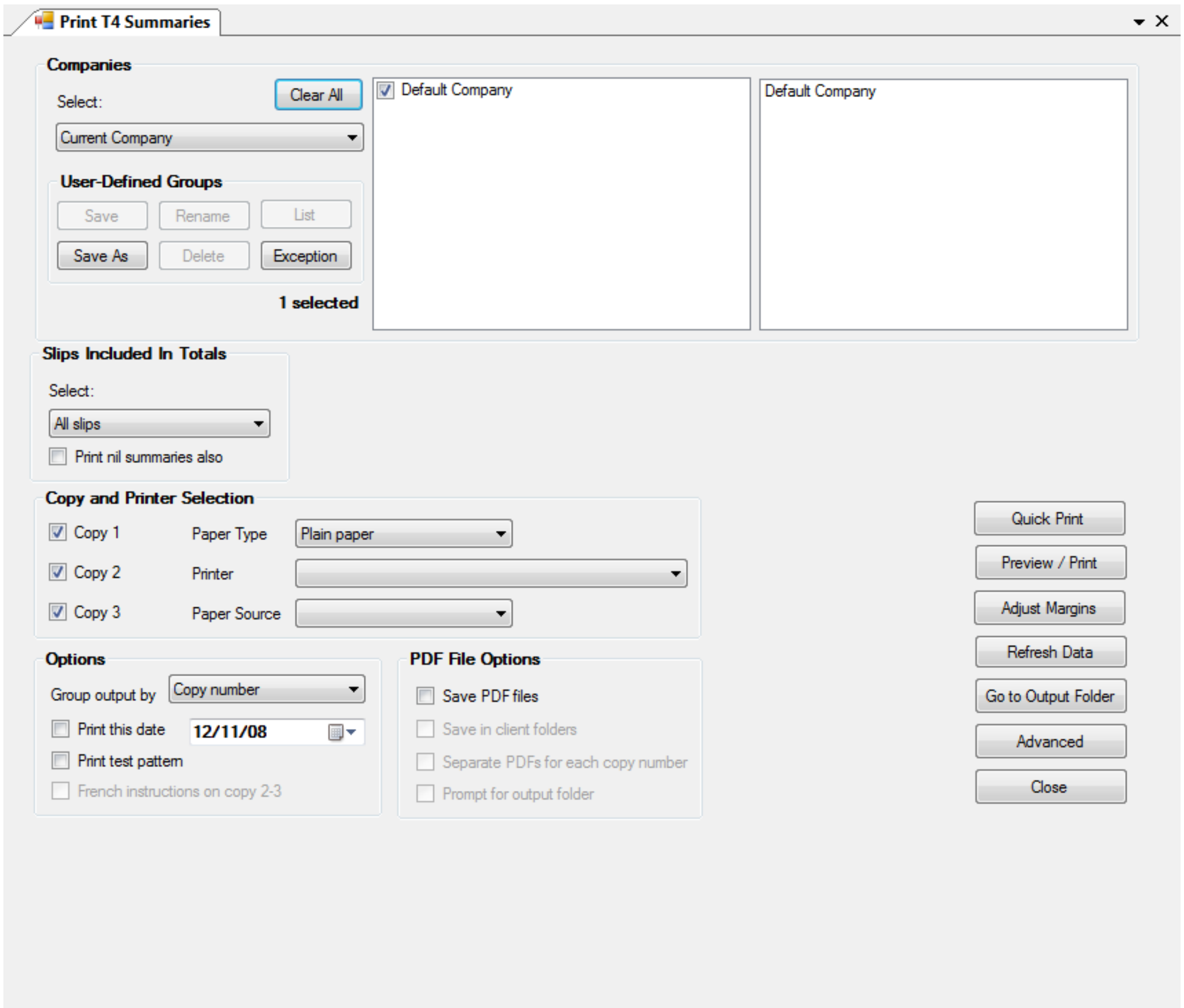
The dialogue below will be displayed ***if*** amended slips have been printed ***and*** you have chosen to re-assign serial numbers to amended slips only:



Answering "Yes" at this dialogue will save the serial number for amended slips in the "Original Relevé Number" field of the slip's data entry screen.

10.4 Printing Summary Reports

To print the Summary Form to be sent with the slips to CRA, select the appropriate type of summary from the list in the **Reports** menu, and then choose the report from the list of available reports. A dialog box will open which will allow you to select which Summary forms you wish to print and the number of copies you wish to print.



Note: The T4 summary will report the unadjusted values for each slip unless all slips have been adjusted. A warning will be given if some slips are adjusted while others are not.

<u>**Companies**</u>
Select one of the options from the drop-down list:

- All Companies - print the slips for all companies in the current database
- Current Company - print the slips for only the current company
- Most Recently Used - print the slips for companies most recently included in any report
- Selected - print the slips for selected companies

The companies that match the selection you have made will be listed in the box on the left. If you chose **Selected**, click on the box beside each company you wish to select to put a check mark in the box and to have the company name appear on the list on the right.

Slips Included in Totals

Select one of the options from the drop-down list:

- All Slips - print all the slips for the selected companies
- Original Slips Only - print only the slips that have not been amended for the selected companies
- Amended Slips Only - print only the amended slips for the selected companies
- Cancelled Slips Only - print only the cancelled slips for the selected companies

Options

Group output by

Choose to group the slips by copy number or by company.

Print this date

Check this box and enter the desired date to print the date on the summary automatically.

Print nil summaries also

Check this option to print inactive (nil) forms. These are summaries that have all dollar values set to zero. These summaries will not print unless this option is checked.

Print test pattern

Check this box if you wish to test alignment settings for the selected form.

French instructions on copy 2-3

Check this box to print recipient filing instructions in French. Available only on forms printing three slips per page.

PDF File Options

Save PDF files

Printing forms, either slips or summaries, always creates a PDF file. If **Save PDF file** is selected, the PDF file will be saved in the indicated file when the Print window is closed. If **Save PDF file** is not selected, the PDF will be deleted when the Print window is closed. This is a system wide setting, the setting selected will be used by all users and for all reports. For T4 TimeSaver.NET Plus, only the administrator may change this selection.

Note: When using **Adobe Reader** to print PDF reports for submission, you must first turn off all scaling options within Adobe Reader to ensure that the printed reports will meet the requirements of the CRA and MRQ. Failure to do so may result in your submission being unacceptable by the CRA or MRQ. Scaling is not a concern when using the Quick Print button to send reports directly to your printer as this bypasses Adobe Reader.

Save in client folders

This option is only available when the **Group output by** option has been set to Company. Select this option if you wish to save PDFs in user-assigned client folders. The folder path is stored in the company record. If no folder path has been stored for a company included in the print job, or if the folder is not accessible (eg. it is a network folder and you are not connected to the network), you will be prompted for the folder location even if the **Prompt for each client folder** option is not selected.

Separate PDFs for each copy number

Check this box to create a PDF file for each copy or company selected. Leave unchecked to create a

single PDF file. The **Separate PDFs for each copy number** will be selected automatically if **Save in Client folders** has been selected.

Prompt for output folder
Check this box to have the program prompt you for the location of the PDF files to be saved. If you are printing slips for a single company, the folder you choose will be saved and the next time you print the slips for the same company, you will be prompted with the same location. You will be prompted for the output folder regardless of whether a folder has been assigned on the company record.

Quick Print
Prints the selected slips to the default printer without previewing the PDF. The default printer is set using your Windows Control Panel.

Preview/Print
Creates the slips in PDF format and displays them in Adobe Reader or Adobe Acrobat. The PDF files will be automatically saved according to the PDF File options selected. Press the Print button from within the Adobe preview program to send the slips to the printer.

Refresh Data
Use this button to incorporate any additions, deletions or changes made to the company list or changes made to individual slips since the Print window was opened.

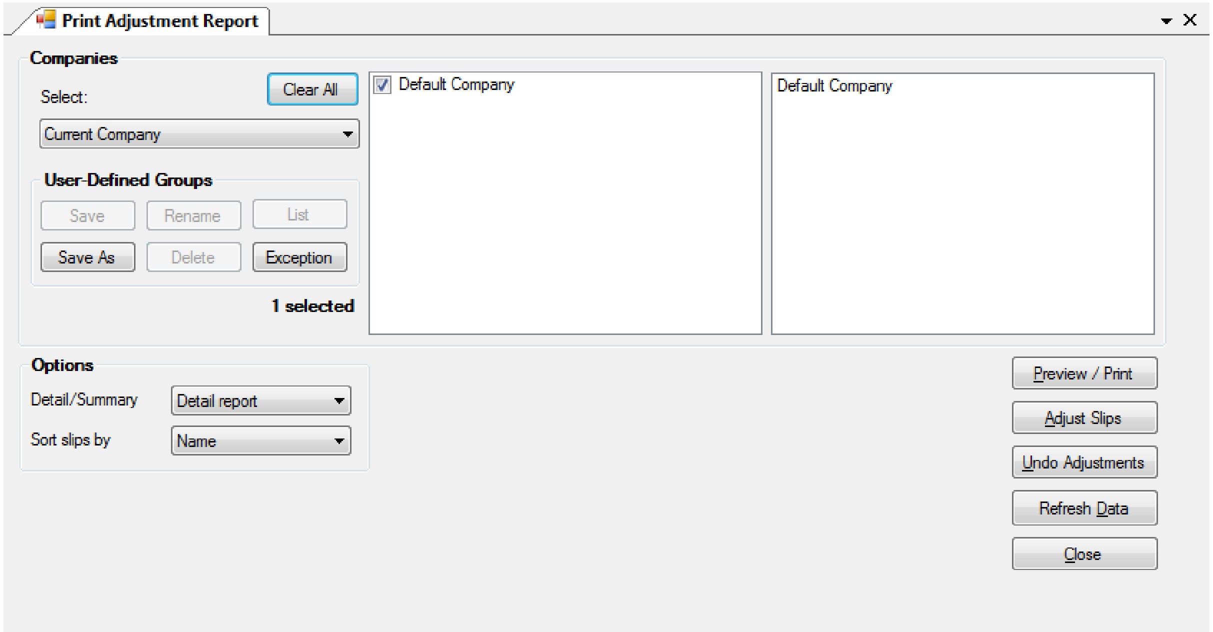
Adjust Margins
Opens the Adjust Margins dialogue, enabling you to reposition the data printed on pre-printed forms to fit within the provided fields. The unit of measure is inches where 0.10 represents 1/10 of an inch. Positive numbers will move the print to the right (horizontally) or down (vertically). Negative numbers will move the print to the left (horizontally) or up (vertically).

Go to Output Folder
Pressing this button will open the folder where the PDF files will be stored.

Advanced
Use this button to set advanced print settings.

10.5 Printing Adjustment Reports

A report showing all the adjustments made for each employee can be produced for the T4 slips. To generate this report, select **T4** from the **Reports** menu. Then choose **Adjustments** from this list of available reports. A dialog box will open which will allow you to select the companies for which you wish to print T4 Adjustment Reports. (See the section **Setting Adjustment Options** 82 for further information.)



Companies

Select one of the options from the drop-down list:

- All Companies - print the slips for all companies in the current database
- Current Company - print the slips for only the current company
- Most Recently Used - print the slips for companies most recently included in any report
- Selected - print the slips for selected companies

The companies that match the selection you have made will be listed in the box on the left. If you chose **Selected**, click on the box beside each company you wish to select to put a check mark in the box and to have the company name appear on the list on the right.

Options

Detail/Summary

Select whether you want a detailed or summary Adjustment Report.

Sort slips by

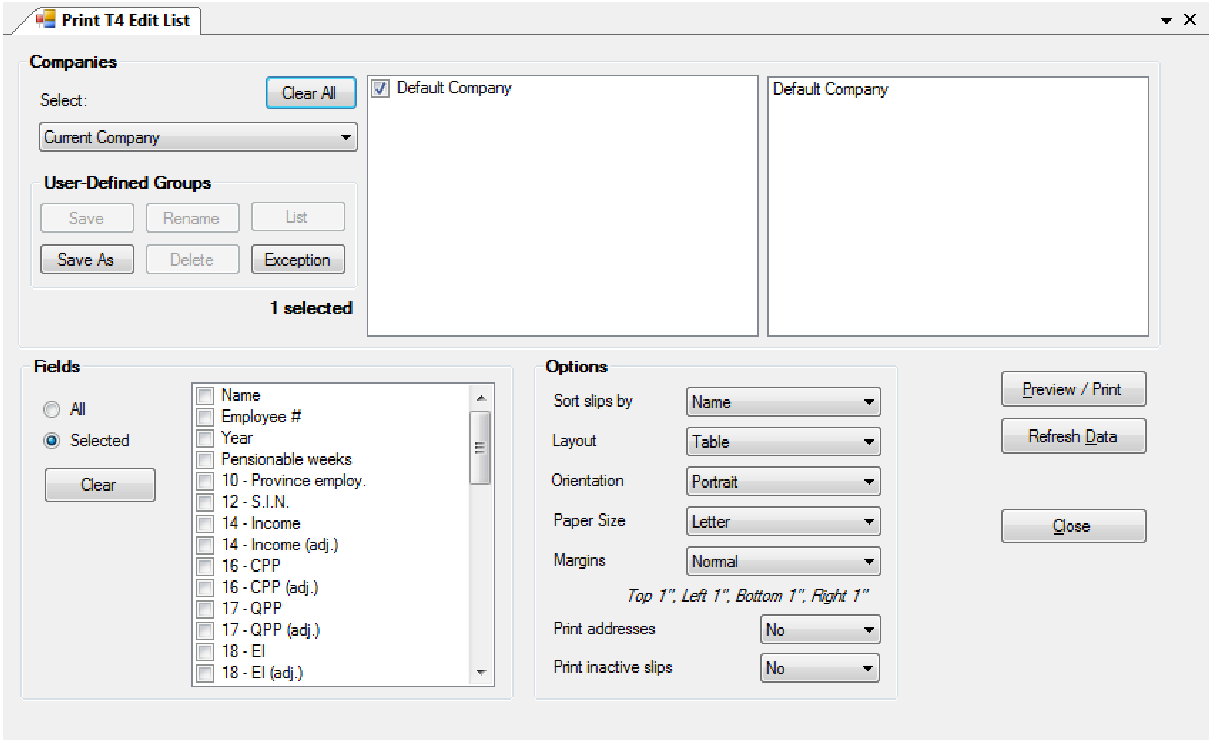
Choose the order in which you wish the slips to print from the given options.

Refresh Data

Use this button to incorporate any additions, deletions or changes made to the company list or changes made to individual slips since the Printing Adjustment Report window was opened.

10.6 Printing Edit List Reports

A complete edit listing of all the slips can be produced for all types of slips. To generate this report, choose the type of slip from the **Reports** menu, and then select the corresponding **Edit List** from the list of available reports. A dialog box will open which will allow you to select the companies to print an Edit List Report for.



Companies
Select one of the options from the drop-down list:

- All Companies - print the slips for all companies in the current database
- Current Company - print the slips for only the current company
- Most Recently Used - print the slips for companies most recently included in any report
- Selected - print the slips for selected companies

The companies that match the selection you have made will be listed in the box on the left. If you chose **Selected**, click on the box beside each company you wish to select to put a check mark in the box and to have the company name appear on the list on the right.

Fields
Select one of the two options listed below:

- All - include all the fields available on the slip (report may print with a very small font to fit all data)
- Selected - print only those fields which you select

If you chose **Selected**, click on the box beside each field you wish to include in the report.

Options
Sort slips by
Choose the order in which you wish the slips to print from the given options. The options will change, depending on the type of slip to be printed.

Layout

Select either the *Table* or *Memo* style of layout

Orientation
Select whether you wish the report to print in the *Portrait* or *Landscape* orientation.

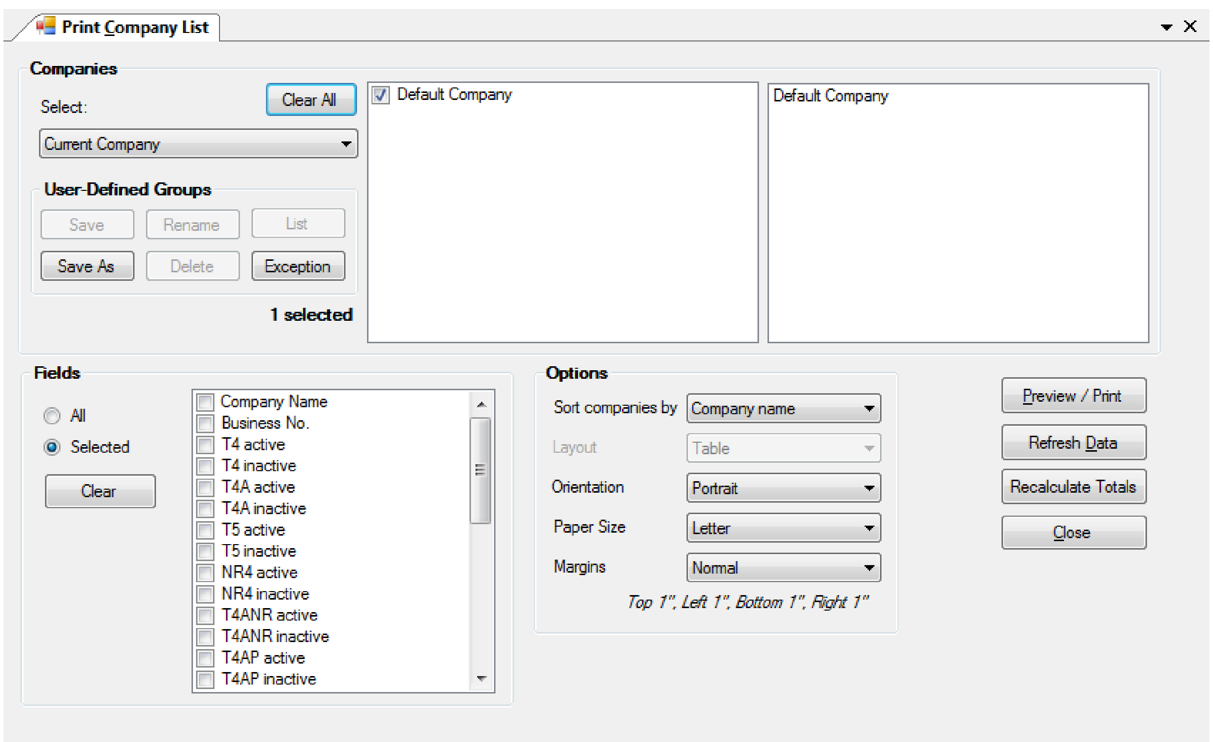
Paper Size
Select whether you wish the report to print on *letter* or *legal sized* paper.

Margins
Select one of the following margin options:

- Normal (Top and Bottom 1", Left and Right 1")
- Narrow (Top and Bottom 0.5", Left and Right 0.5")
- Moderate (Top and Bottom 1", Left and Right 0.75")
- Wide (Top and Bottom 1", Left and Right 2")

10.7 Printing Company List

A Company List is a listing of the companies in the current database with the number of active and inactive slips of each type. Select **Company List** from the **Reports** menu to generate this report. A dialog box will open which will allow you to select which companies to include and other options.



<u>Companies</u>
Select one of the options from the drop-down list:

- All Companies - print the slips for all companies in the current database
- Current Company - print the slips for only the current company
- Most Recently Used - print the slips for companies most recently included in any report

- Selected - print the slips for selected companies

The companies that match the selection you have made will be listed in the box on the left. If you chose **Selected**, click on the box beside each company you wish to select to put a check mark in the box and to have the company name appear on the list on the right.

Fields

Select one of the two options listed below:

- All - include all the fields available on the slip (report may print with a very small font to fit all data)
- Selected - print only those fields which you select

If you chose **Selected**, click on the box beside each field you wish to include in the report

Options

Sort companies by
Choose the order in which you wish the companies to print - by name or by business number

Layout
Select either the *Table* or *Memo* style of layout

Orientation
Select whether you wish the report to print in the *Portrait* or *Landscape* orientation.

Paper Size
Select whether you wish the report to print on *letter* or *legal sized* paper.

Margins
Select one of the following margin options:

- Normal (Top and Bottom 1", Left and Right 1")
- Narrow (Top and Bottom 0.5", Left and Right 0.5")
- Moderate (Top and Bottom 1", Left and Right 0.75")
- Wide (Top and Bottom 1", Left and Right 2")

Part XI

11 Electronic Filing

11.1 Instructions for Federal Returns

The following instructions are provided here for convenient reference. For complete details see the CRA website.

1. Electronic filing submissions may be made by internet or on a media such as a diskette, CD, or DVD. A complete electronic filing submission contains the transmitter identification as well as the slip and summary information for each return. No paper forms are required with the submission.

2. Anyone making an electronic filing submission must have a transmitter number. If you do not have a transmitter number, contact the CRA at 1-800-665-5164 to be assigned one.

3. Returns for employers filing over 500 returns are required by CRA to be filed electronically. It may be sent either via the internet or on a CD or DVD, however internet submissions may not exceed 5Mb. Submissions that are in excess of 5Mb are required to be submitted on CD or DVD only. The CRA encourages all employers who use computerized methods to generate returns to submit them electronically.

4. An electronic filing submission may contain only one diskette, CD or DVD. It may contain more than one type of return and it may contain returns for more than one company. A diskette will hold around 2,000 returns, a CD approximately 80,000 returns, and a DVD will hold more, depending on the software used copy the data. If you have multiple submissions each submission must be submitted in a separate envelope. Multiple envelopes may be taped together for simplified mailing. Submissions should be sent to:

Electronic Media Processing Unit
Ottawa Technology Centre
Canada Revenue Agency
875 Heron Road
Ottawa ON K1A 1A2

Telephone: 1-800-665-5164

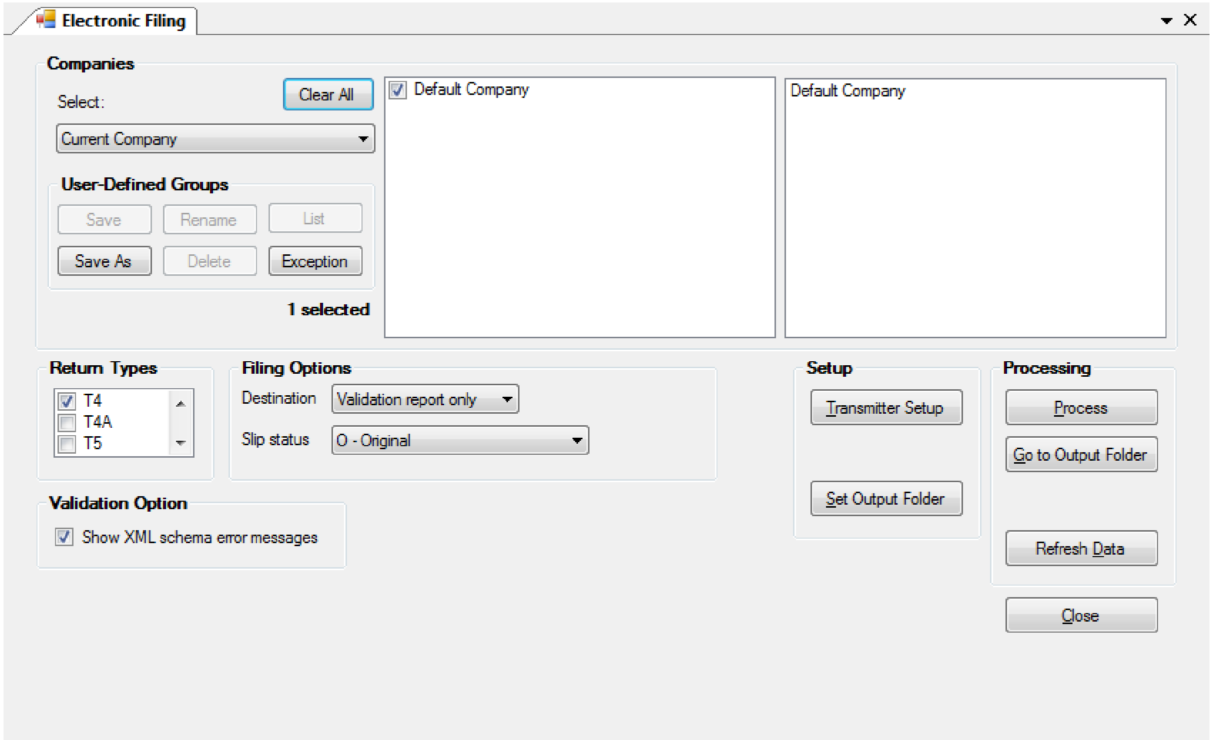
5. Do not send CRA paper copies of any returns that have been filed electronically.

6. If corrections need to be made to a submission that has already been sent to CRA, create an electronic filing submission of the amended and/or cancelled returns and submit it to the Electronic Media Processing Unit. Do not send any original returns in the same submission as amended returns.

11.2 Electronic Filing Preparation

NOTE: During setup you should complete the Electronic Filing page of the **User Setup Options** submenu of the **Setup** menu if you plan to submit returns electronically. Much of the information required by T4 TimeSaver.NET for electronic file processing is contained there.

To access electronic filing, choose the type of slip required from the Reports menu and then Electronic Filing. The electronic filing dialog box will open and give you a number of options:



Companies

Select one of the options from the drop-down list:

- All Companies - print the slips for all companies in the current database
- Current Company - print the slips for only the current company
- Most Recently Used - print the slips for companies most recently included in any report
- Selected - print the slips for selected companies

The companies that match the selection you have made will be listed in the box on the left. If you chose **Selected**, click on the box beside each company you wish to select to put a check mark in the box and to have the company name appear on the list on the right.

Note: With T4 TimeSaver.NET Basic, you may only select one company at a time to file electronically. Multiple company submissions are allowed only with T4 TimeSaver.NET Plus

Return types

One type of return will be automatically marked when you open the Electronic Filing dialog box. You can include other types of returns by clicking on the checkbox beside the return type name.

Filing Options

Destination

Before creating an electronic filing submission T4 TimeSaver.NET will run a validating process to determine if there is any missing or invalid data. If such data is located it will be displayed in one of two reports. Missing or invalid data that would result in a refusal of your submission by CRA are listed in a Critical Error report. These critical errors must be corrected before submitting the returns in any format. Missing or invalid data that may need to be corrected, but would not result in a refusal of the

submission by CRA are displayed in a Data Validation Warnings report. Warnings can be ignored and the submission would be accepted by CRA. The validation procedure is implemented whenever an electronic filing submission is processed, but it can also be run independently by selecting the Validation report only option.

Choose the media by which the return(s) will be submitted to the CRA. Your options are: Internet, CD, DVD or Diskette.

- Internet - a file will be created on your hard drive (see the section on **Internet Filing to CRA** 152 for details)
- CD or DVD - a file will be created on your hard drive which you may then copy to the appropriate drive using your own CD or DVD writing software (see the section on **CD or DVD Filing** 150 for details)
  NOTE: You must have access to a CD or DVD writer to successfully use this option.
- Diskette - select the letter of the diskette drive (either A or B) you wish to send the output to; the submission will automatically be saved to the blank formatted diskette in the indicated diskette drive (see the section on **Diskette Filing** 151 for details on submission)
  NOTE: You must have access to a diskette drive to successfully use this option.

Note: With T4 TimeSaver.NET Basic you may only select the Internet as a destination for electronic filing. With T4 TimeSaver.NET Plus you may electronically file by diskette, CD, DVD or the Internet.

Slip Status
Each submission to the CRA must contain either original returns or amended/cancelled returns. Select "Original" to include all original returns of the type(s) selected from the selected company(ies) in your submission. Select "Amended and/or Cancelled" to include all amended or cancelled returns of the type(s) selected from the selected company(ies) in your submission.

Validation Options
Select whether you wish to see detailed error messages supplied by the XML schema.

Transmitter Setup
Pressing this button will allow you access to the information stored on the **Electronic Filing** 148 page of the **User Settings** 129 submenu of **Setup** 28 menu. You can add missing information or edit existing data. Clicking on the **OK** button will return you to the electronic filing dialog box.

Process
Pressing this command button will begin the processing of the electronic filing. A validation report will be generated and displayed. You may print the validation report for your convenience. Critical Errors must be corrected before you can submit an electronic filing submission. Validation warnings should be corrected, but can be ignored by pressing the Next button to continue processing. Depending on the destination selected for your electronic filing submission, you will be given further information. See the section below on the specific types of electronic filing submissions for more details. In each case you will be given the opportunity to print a Company List which you can keep for your own records as a list of companies included in the electronic filing submission. There is no need to submit a transmittal report or company list with the federal returns.

11.3 CD or DVD Filing

T4 TimeSaver.NET Plus Only

When the CD or DVD option is selected as the destination for the Electronic Filing submission you will be prompted to enter the Submission Sequence Number. This is a number from 1 to 999 that will

identify the submissions you send to CRA. You should enter "1" if it is your first submission, "2" if it's your second, etc. The number you enter will be included in the filename so CRA will know that it is a unique submission. Enter the appropriate number as requested and click the OK button.

If you enter a duplicate number you will be warned that the filename already exists and given the opportunity to keep the sequence number you have entered and overwrite the existing file (if you did not submit the original and are re-doing the submission) or to change the sequence number (if the sequence number was entered incorrectly).

You will then be given the path and filename of the file to be sent to CRA. Make careful note of this information.

View XML File in Browser
Click this button to see the file that will be sent to CRA.

Print Company List
This company list can be used to track which companies have been filed on which submission. Keep this for your own records, there is no need to send a copy to CRA with your submission.

Creating the submission CD or DVD
Using your own software, burn the indicated file onto a CD or DVD. Label the CD or DVD with your name and telephone number so that the CRA can contact you if you need to re-file your submission. Provide complete external labelling showing the transmitter's name and telephone number, the transmitter number and your submission file name.

Filing
Courier or mail the CD or DVD to the following address:

Electronic Media Processing Unit
Ottawa Technology Centre
Canada Revenue Agency
875 Heron Road
Ottawa ON K1A 1A2

11.4 Diskette Filing

T4 TimeSaver.NET Plus Only

Creating the submission diskette
T4 TimeSaver.NET will automatically copy the electronic filing submission to the floppy drive that you indicate. Label the diskette with your name and telephone number so that the CRA can contact you if you need to re-file your submission. Provide complete external labelling showing the transmitter's name and telephone number, the transmitter number and your submission file name.

Filing
Courier or mail the diskette to the following address:

Electronic Media Processing Unit
Ottawa Technology Centre
Canada Revenue Agency

875 Heron Road
Ottawa ON K1A 1A2

11.5 Internet Filing to CRA

T4 TimeSaver.NET is able to utilize CRA's URL for internet filing of the T4, T4A and the T5.

When the internet filing option is selected as the destination for the Electronic Filing submission an Internet Filing dialog box will appear once the Process button is selected. You will be warned if the file size exceeds the maximum of 5Mb allowed by CRA for internet filing.

Make note of the information given, and click the Go to Internet Filing Page button to continue. The following web page will be opened:

http://www.cra-arc.gc.ca/eservices/iref/other/ift/ready-e.html

Click the Enter Internet File Transfer (XML) Secure Web Site, which will open a page entitled: "Disclaimer - T4 Internet File Transfer (XML)." Read and agree to the CRA terms and conditions disclaimer, then enter the Account Number (Business Number) and Web Access Code for the company for which you are filing an internet return. If you are submitting returns for multiple companies, you can enter your own Business Number and Web Access Code. Note: in 2007 CRA could only receive submissions associated with a Business Number with an "RP" extension. This should be expanded to business numbers with other extensions for the 2008 filing season. (If you have not received your Web Access Code by January 9th contact the CRA support staff at 1-866-322-7849 to have one issued to you.)

Once this information has been entered and validated you will be prompted to upload a file containing the company data in XML format to the CRA website.

T4 TimeSaver.NET will save all XML files in the following format:

COMPANY_NAME_XXX.XML

where "COMPANY_NAME" is the name of the company for which the file has been created with all space characters replace by an underscore character; "XXX' is a sequential number applied by T4 TimeSaver.NET to ensure that older files are not overwritten, and "XML" is the default file type designator required by CRA. If the submission is for multiple companies, "COMPANY_NAME" will be replaced my "MULTIPLE_COMPANIES".

T4 TimeSaver.NET Plus is able to submit returns for multiple companies over the internet in a single file which can be no larger than 5Mb in size (3,500 returns). You must use your own Business Number and Web Access Code to access the CRA website as you are acting as an agent for multiple companies.

T4 TimeSaver.NET Basic is limited to submitting returns for single companies over the internet. As above, the file can be no larger than 5Mb in size.

Part XII

12 Partnership Forms (Plus Version Only)

T4 TimeSaver.NET Plus Only.

THIS SECTION OF THE T4 TIMESAVER.NET MANUAL IS UNDER CONSTRUCTION, IT IS NOT YET COMPLETE.

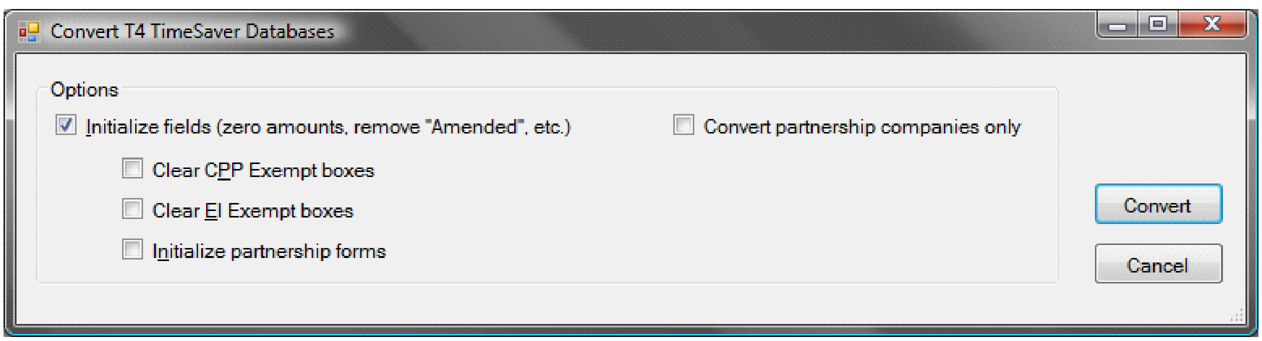
How to Get Data into the Partnership Forms

There are three ways to get data into T4 TimeSaver.Net partnership forms.

a. Convert last year’s T4 TimeSaver database
b. Import data from an Excel spreadsheet
c. Enter the data manually

Converting Partnership Data from a T4 TimeSaver Database

Converting partnership data from last year’s T4 TimeSaver database is virtually identical to the way you convert other data. The only difference is that you have the option to convert only companies with partnership data. This is useful if you have already converted your databases prior to the February 10, 2009 release which handled partnership forms.



Importing Partnership Data from Excel

Importing T5013 slips from an Excel spreadsheet is done in the same way as importing other slips. See the T4 TimeSaver.NET User Manual for general instructions about importing data. For information about the names of the fields used as headers for T5013 slips, see Headings for T5013 198 for layout details.

You can import both identification information (names, addresses, etc.) as well as the amounts allocated to the partners for each box. If you import the allocated amounts, the totals will be automatically summed up to the summary and the boxes on the slips will all be overridden so that automatic allocation is suppressed.

If you prefer to enter the totals of the income and expenses on the summary and have T4 TimeSaver allocate the amounts to the partners, you can also do that. Simply do not enter the amounts in the spreadsheet. Then, after the import is complete, enter the total amounts on the summary, and select the method for calculating the partner’s share (See “Allocating Amounts from the Summary to the Slips” below).

The boxes in the “Other amounts and information” section of the slips cannot be imported.

Allocating Amounts from the Summary to the Slips

For partnerships where the income and expenses are allocated to the partners based on a percentage, T4 TimeSaver can automatically calculate the amounts for each partner.

Open the T5013 summary (Forms/Partnership-Federal/T5013 Summary), page 1, and select one of the 3 options in the dropdown list *Methods for calculating partner’s share (%) of income and expenses*.

The purpose of the allocation method is to determine how T4 TimeSaver calculates each partners’ share of the income and expenses entered on the summary. The methods are described below.

Method	Partner’s share (%) based on	You must enter these fields
A	The partner’s income (or loss) divided by the sum of all partners’ income (or loss)	· Each partner’s income (or loss) allocated
P	The percentage you enter on the slip	· Total net accounting income · Each partner’s % share
U	The partner’s partnership units held divided by the sum of all partnership units	· Total net accounting income · Each partner’s number of units

If you select “P” or “U”, you will need to enter the *Total net accounting income to be allocated*. If you select method “A”, the *Total net accounting income* will be disabled, but it will be adjusted as you enter the partners’ net income allocated on each slip.

Regardless of which method you choose to calculate the partners’ share, T4 TimeSaver will automatically allocate each income and expense item entered on the summary to each of the slips according to the percentage, unless the box is overridden on the slips (see “Overriding the Automatic Allocation” below).

Overriding the Automatic Allocation

Depending on the type of partnership, there may be amounts which cannot be allocated to the partners simply on the basis of a percentage. If this is the case, you will need to override the box and enter the amounts manually on each slip.

To do this, go to any one of the slips and double-click the “pencil” image to the right of the box, or click in the box and press F4. The background color of the box will change to aqua and you will be able to enter the desired value in the box. Note that the box will be overridden on all slips for the company.

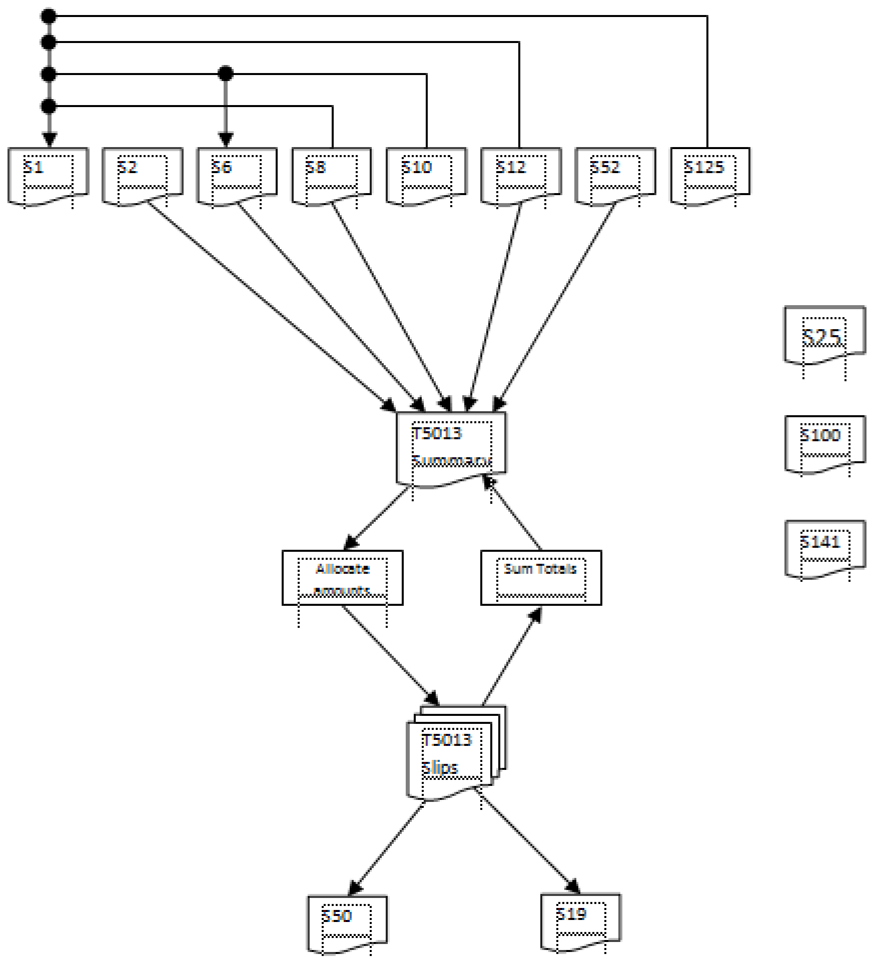
In the event that you want to override all boxes on the slips, use the “Override all boxes” button at the top of the form.

12.1 T5013

T4 TimeSaver.NET Plus Only

THIS SECTION OF THE T4 TIMESAVER.NET MANUAL IS UNDER CONSTRUCTION, IT IS NOT YET COMPLETE.

Relationships Between Forms
The Partnership forms are linked together so that information entered on a slip, schedule or summary will flow automatically to the appropriate related form. A simple overview of the relationships between the various forms is presented in the diagram below. Schedules 25, 100 and 141 are included but are independent and used for reporting purposes only.



Relationships between forms

A detailed analysis of the flow of data between forms is given in the table below. Abbreviations are used as follows:

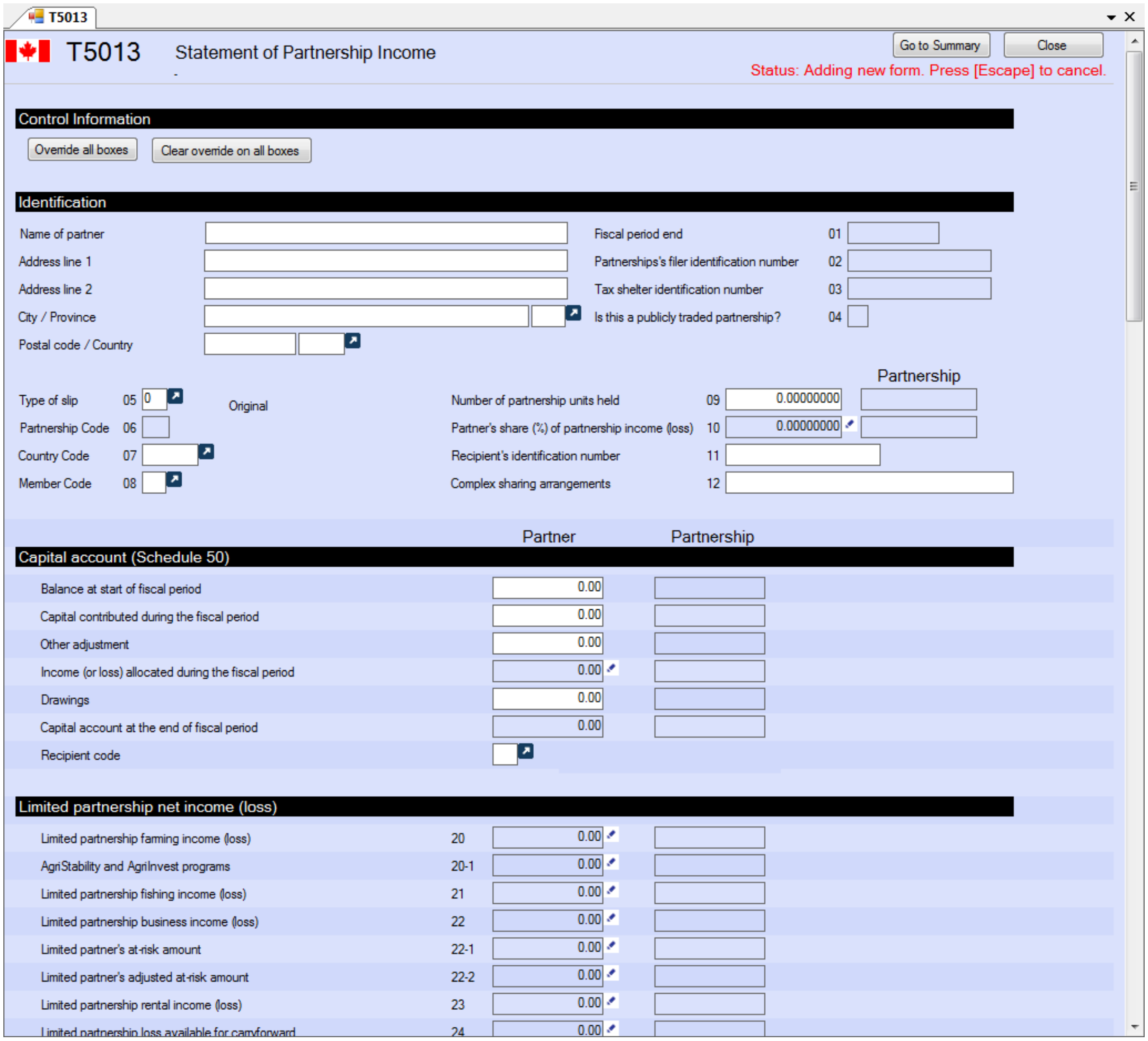
➔ = Data flow (*Source Form* ➔ *Destination Form*)

SOURCE FORM	DESTINATION FORM
Schedule 2	Schedule 2, Section A, Line 103 + Schedule 2, Section B, Line 103 ➔ Summary, Line 103 Schedule 2, Section C, Line 104 + Schedule 2, Section D, Line 104 ➔ Summary, Line 104 Schedule 2, Section E, Line 105 ➔ Summary, Line 105 Schedule 2, Section F, Line 106 ➔ Summary, Line 106 Schedule 2, Lines 103*, 104*, 105*, 106* ➔ Summary, Line 103*, 104*, 105*, 106*
Schedule 6	Schedule 6, Section R ➔ Summary, Line 70 Schedule 6, Section S ➔ Summary, Line 70-2 Schedule 6, Section T ➔ Summary, Line 70-3 Schedule 6, Section U ➔ Summary, Line 70-4 Schedule 6, Section V ➔ Summary, Line 70-17
Schedule 8	Schedule 8, Total Column 10 ➔ Schedule 1, Line 107 Schedule 8, Total Column 11 ➔ Schedule 1, Line 404 Schedule 8, Total Column 12 ➔ Schedule 1, Line 403 Schedule 8, Total Column 12 ➔ Summary, Line 85
Schedule 10	Schedule 10, Section 4 ➔ Schedule 6, Section Q Schedule 10, Section C, Line 12 ➔ Schedule 6, Section V Schedule 10, Section B, Line 11 ➔ Schedule 1, Line108 Schedule 10, Section B, Line 17 ➔ Schedule 1, Line153 Schedule 10, Section A9 ➔ Schedule 1, LineA405
Schedule 12	Schedule 12, Section D, Line 1 ➔ Schedule 1, Line 232 Schedule 12, Section A, Line 9 ➔ Summary, Line 90 Schedule 12, Section A, Line 10 ➔ Summary, Line 96 Schedule 12, Section B, Line 8 ➔ Summary, Line 91 Schedule 12, Section B, Line 9 ➔ Summary, Line 97 Schedule 12, Section C, Line 9 ➔ Summary, Line 92 Schedule 12, Section C, Line 10 ➔ Summary, Line 98 Schedule 12, Section D, Line 1 ➔ Summary, Line 93 Schedule 12, Section E, Line 1 ➔ Summary, Line 94 Schedule 12, Section F, Line 1 ➔ Summary, Line 95
Schedule 52	Summary, Boxes 120, 121, 124, 125, 130, 128, 129, 141, 143, 144, 145, 110
Schedule 125	Schedule 125, Line 9999 ➔ Schedule 1, Section A
T5013 Slip	Summary, Number of T5013 Slips Summary, Number of T5013a Slips Summary, Box 150 – Number Units Acquired Summary, Box 152 – Total Cost Of Units Summary, Box 153 – Limited-Recourse Amounts Summary, Box 154 – At-Risk Adjustment Summary, Box 155 – Other Indirect Reductions Schedule 50, Partner Id Fields, Capital Account Fields, Partner's Share (%) Schedule 19, Non-Resident Partner Name, Address, Etc
T5013 Summary	Slip, Identification Info: Fiscal Period End, Etc. Slip, Amounts Allocated On % Basis Slip, Non-Monetary Values From Other Information

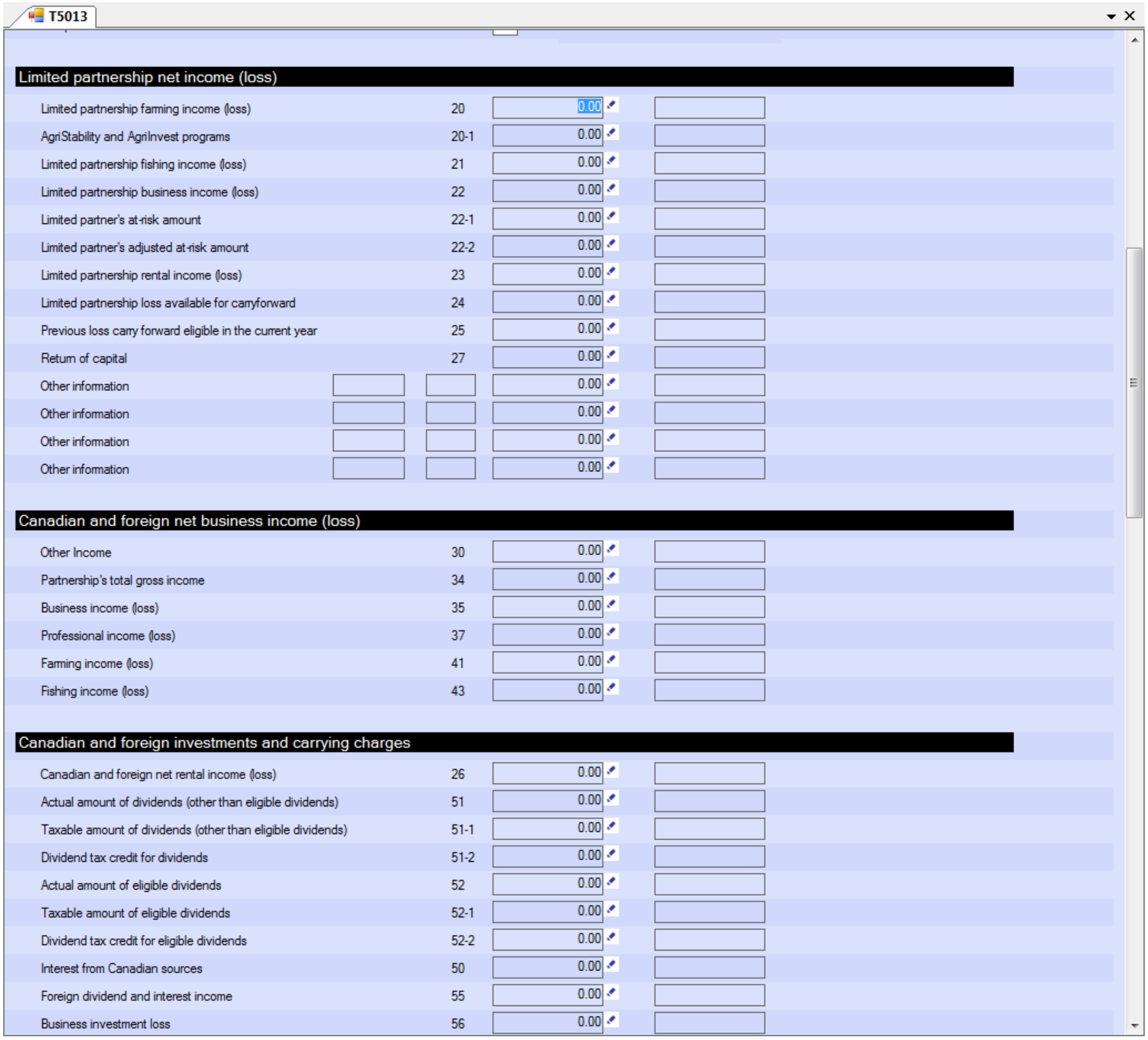
12.1.1 T5013 - Slip

T4 TimeSaver.NET Plus Only

THIS SECTION OF THE T4 TIMESAVER.NET MANUAL IS UNDER CONSTRUCTION, IT IS NOT YET COMPLETE.



T5013 Slip - Screen 1



T5013

Limited partnership net income (loss)

Limited partnership farming income (loss)	20	0.00
AgriStability and AgriInvest programs	20-1	0.00
Limited partnership fishing income (loss)	21	0.00
Limited partnership business income (loss)	22	0.00
Limited partner's at-risk amount	22-1	0.00
Limited partner's adjusted at-risk amount	22-2	0.00
Limited partnership rental income (loss)	23	0.00
Limited partnership loss available for carryforward	24	0.00
Previous loss carry forward eligible in the current year	25	0.00
Return of capital	27	0.00
Other information		0.00
Other information		0.00
Other information		0.00
Other information		0.00

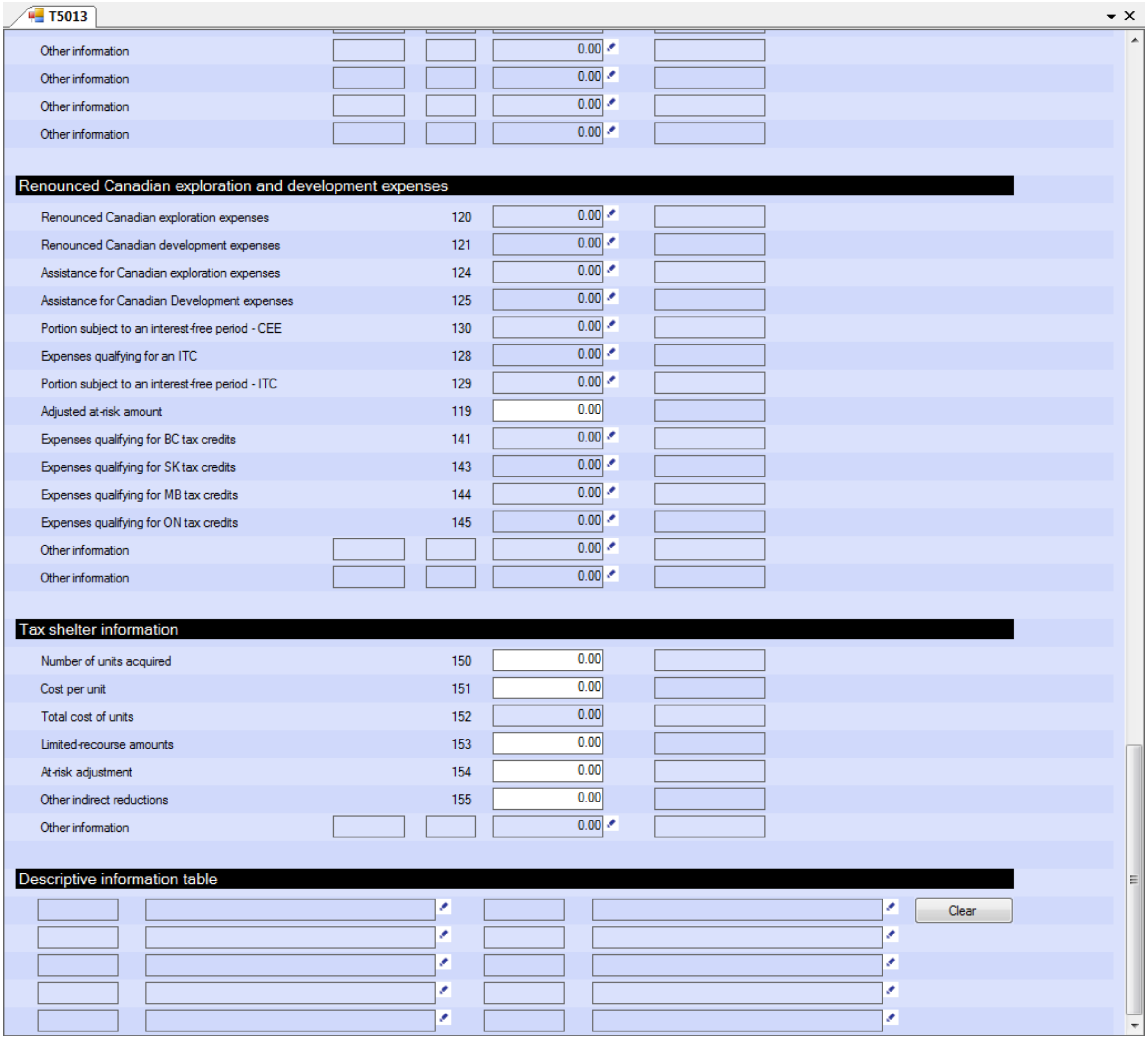
Canadian and foreign net business income (loss)

Other Income	30	0.00
Partnership's total gross income	34	0.00
Business income (loss)	35	0.00
Professional income (loss)	37	0.00
Farming income (loss)	41	0.00
Fishing income (loss)	43	0.00

Canadian and foreign investments and carrying charges

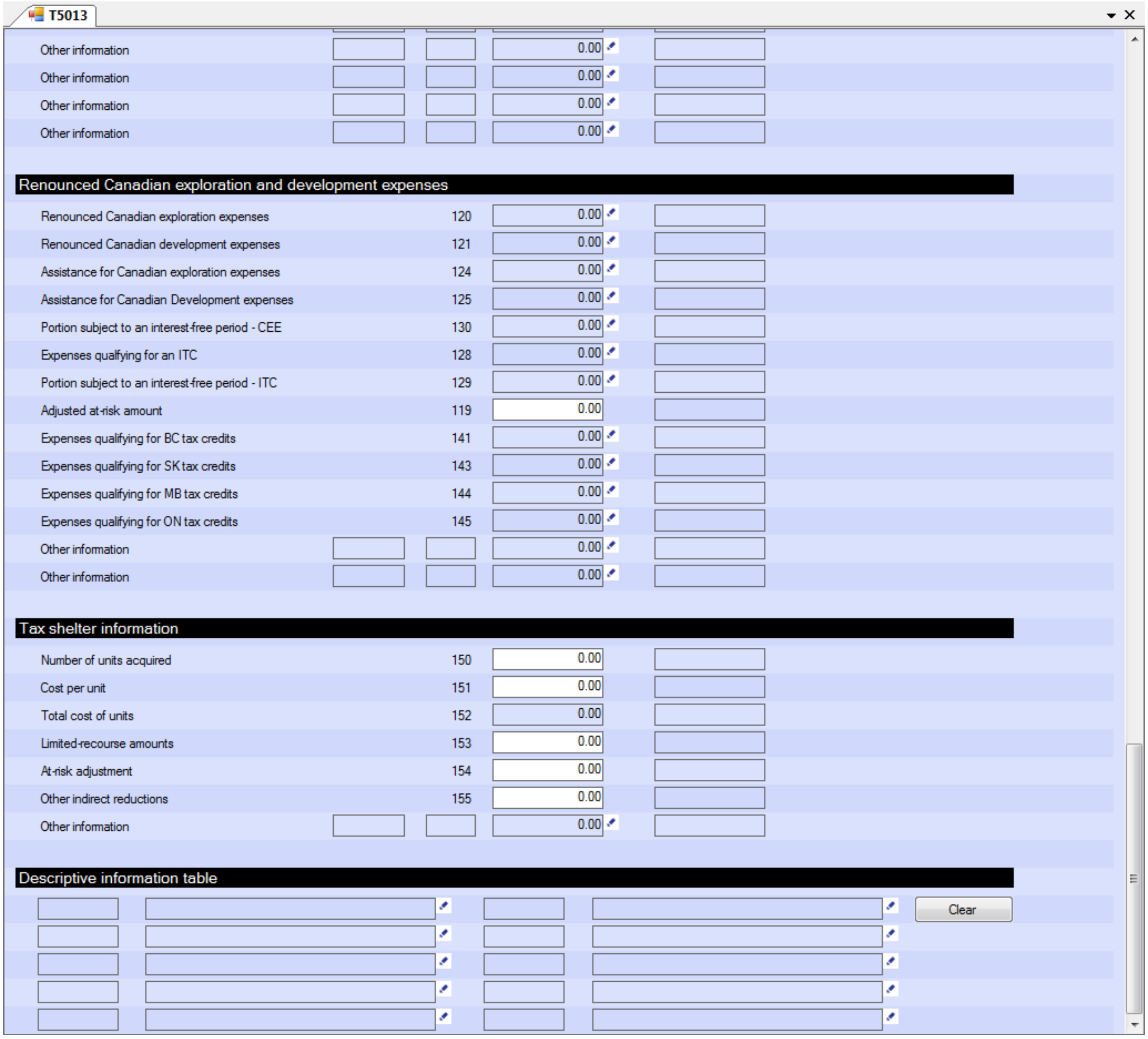
Canadian and foreign net rental income (loss)	26	0.00
Actual amount of dividends (other than eligible dividends)	51	0.00
Taxable amount of dividends (other than eligible dividends)	51-1	0.00
Dividend tax credit for dividends	51-2	0.00
Actual amount of eligible dividends	52	0.00
Taxable amount of eligible dividends	52-1	0.00
Dividend tax credit for eligible dividends	52-2	0.00
Interest from Canadian sources	50	0.00
Foreign dividend and interest income	55	0.00
Business investment loss	56	0.00

T5013 Slip - Screen 2


T5013

Other information			0.00	
Other information			0.00	
Other information			0.00	
Other information			0.00	
Renounced Canadian exploration and development expenses				
Renounced Canadian exploration expenses		120	0.00	
Renounced Canadian development expenses		121	0.00	
Assistance for Canadian exploration expenses		124	0.00	
Assistance for Canadian Development expenses		125	0.00	
Portion subject to an interest-free period - CEE		130	0.00	
Expenses qualfying for an ITC		128	0.00	
Portion subject to an interest-free period - ITC		129	0.00	
Adjusted at-risk amount		119	0.00	
Expenses qualifying for BC tax credits		141	0.00	
Expenses qualifying for SK tax credits		143	0.00	
Expenses qualifying for MB tax credits		144	0.00	
Expenses qualifying for ON tax credits		145	0.00	
Other information			0.00	
Other information			0.00	
Tax shelter information				
Number of units acquired		150	0.00	
Cost per unit		151	0.00	
Total cost of units		152	0.00	
Limited-recourse amounts		153	0.00	
At-risk adjustment		154	0.00	
Other indirect reductions		155	0.00	
Other information			0.00	
Descriptive information table				
				Clear

T5013 Slip - Screen 3



T5013 Slip - Screen 4

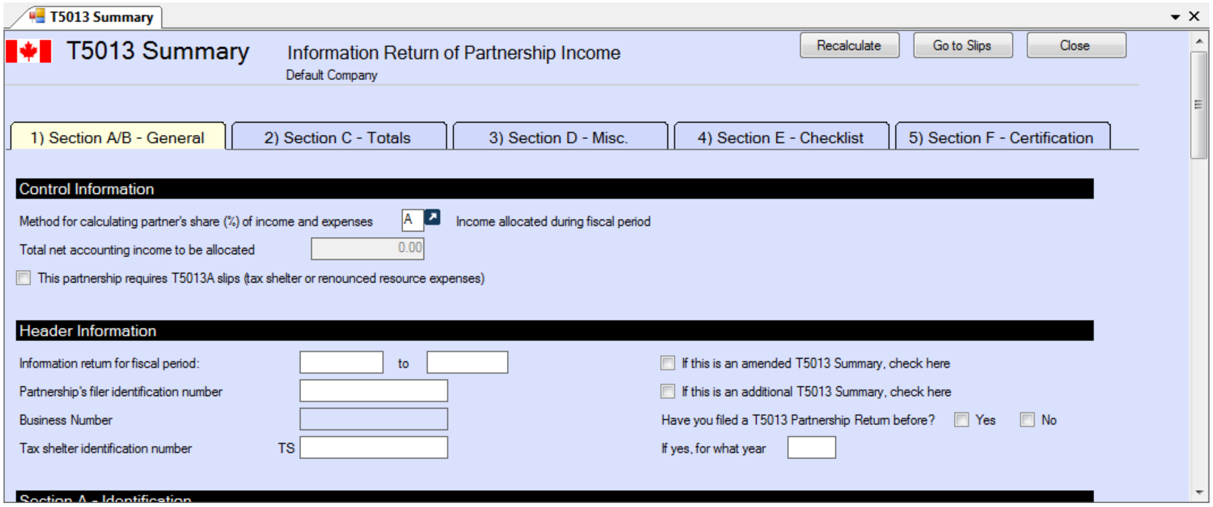
12.1.2 T5013 - Summary

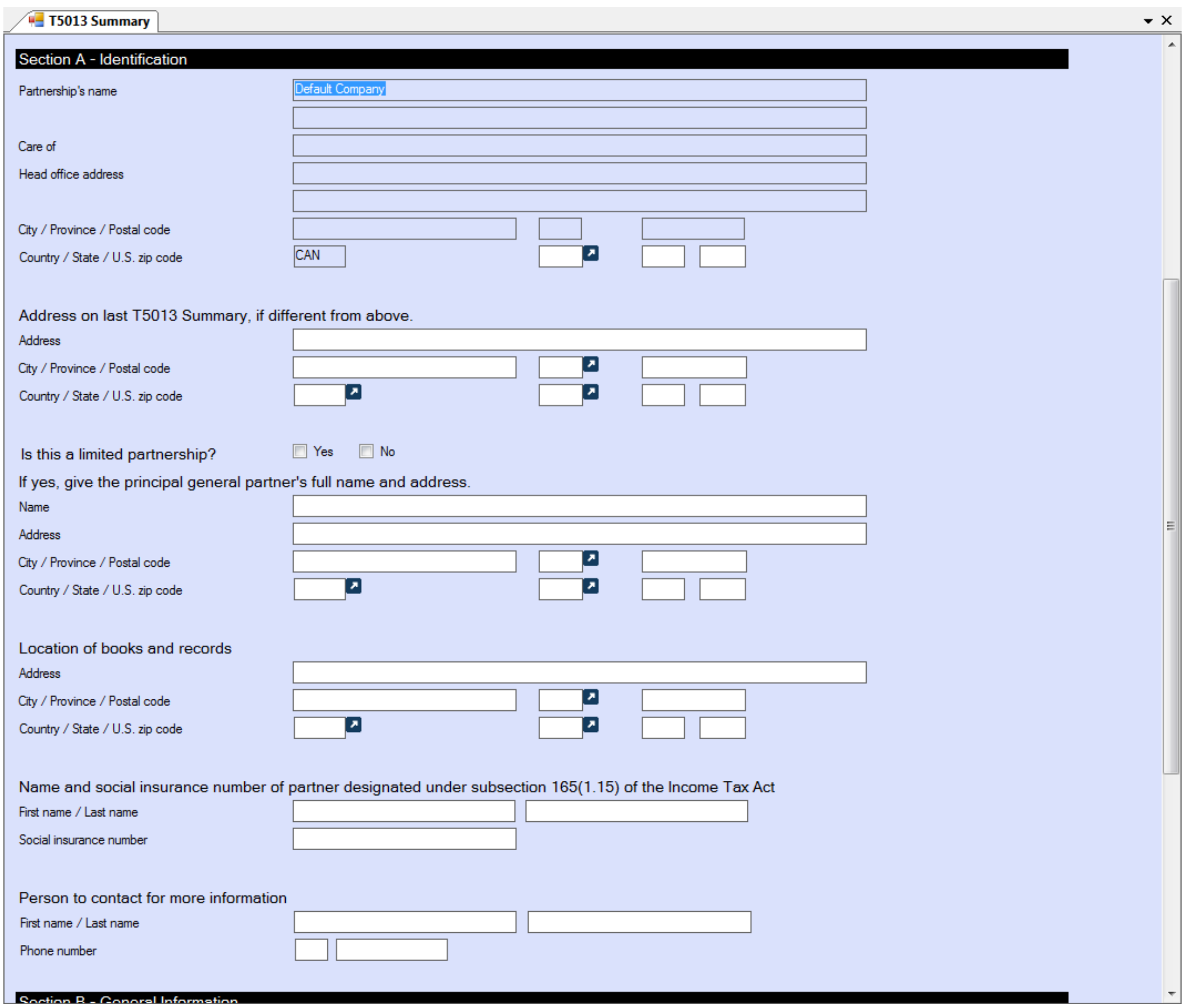
T4 TimeSaver.NET Plus Only.

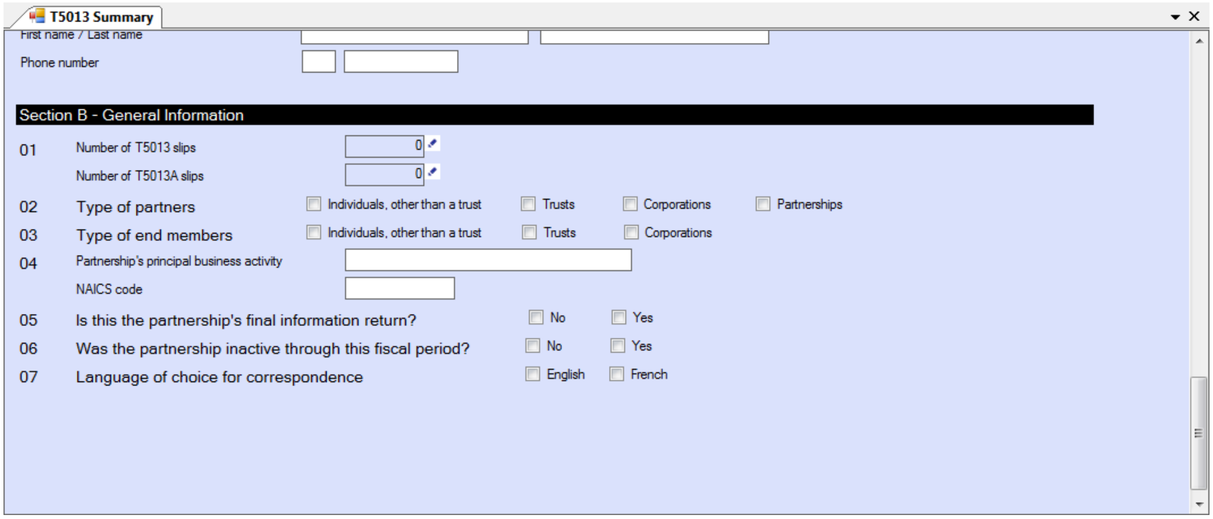
THIS SECTION OF THE T4 TIMESAVER.NET MANUAL IS UNDER CONSTRUCTION, IT IS NOT YET COMPLETE.

12.1.2.1 Sections A & B

THIS SECTION OF THE T4 TIMESAVER.NET MANUAL IS UNDER CONSTRUCTION, IT IS NOT YET COMPLETE.

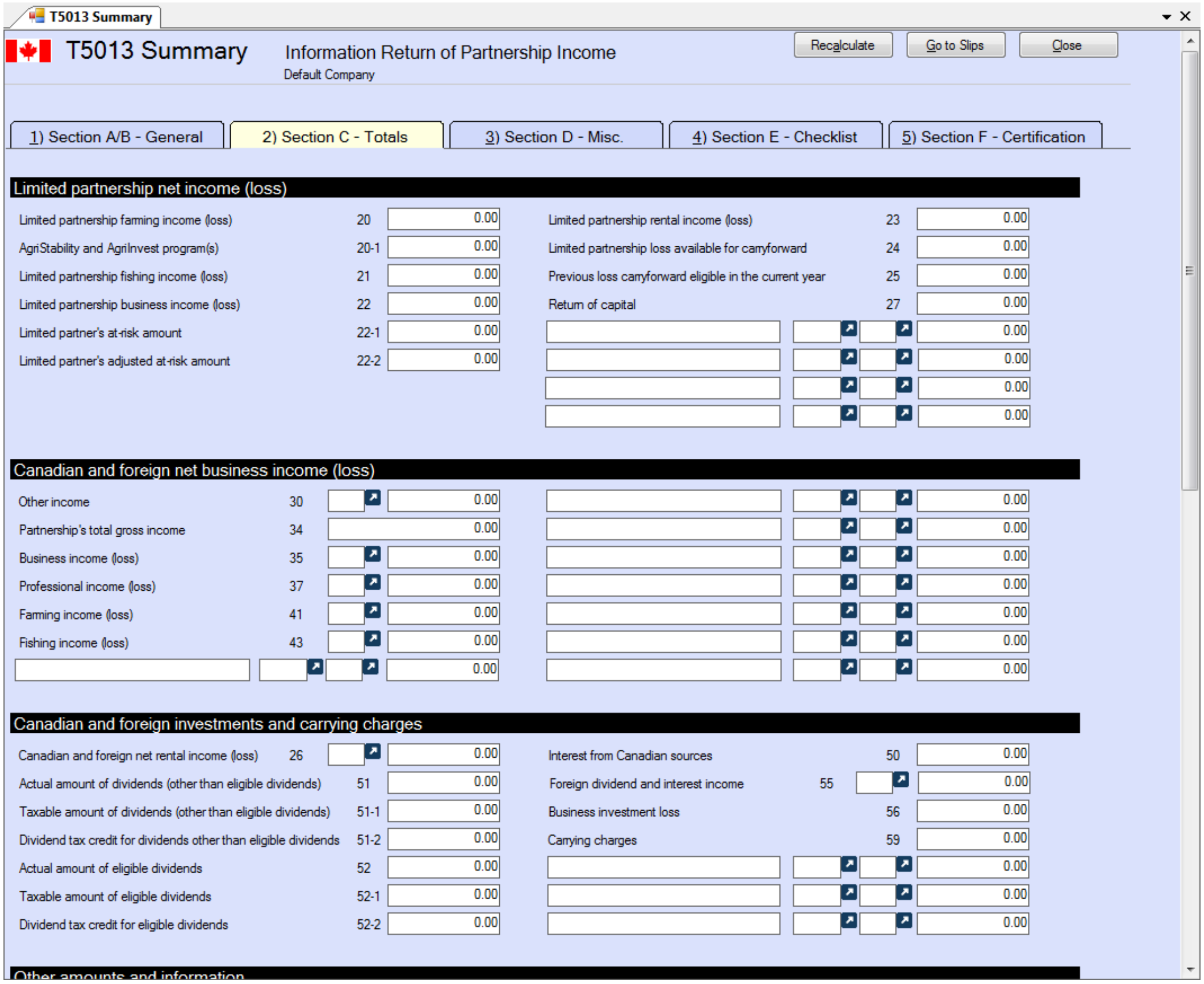

T5013 Summary
T5013 Summary
Information Return of Partnership Income
Default Company
Recalculate
Go to Slips
Close
1) Section A/B - General
2) Section C - Totals
3) Section D - Misc.
4) Section E - Checklist
5) Section F - Certification
Control Information
Method for calculating partner's share (%) of income and expenses
A
Income allocated during fiscal period
Total net accounting income to be allocated
0.00
This partnership requires T5013A slips (tax shelter or renounced resource expenses)
Header Information
Information return for fiscal period:
to
If this is an amended T5013 Summary, check here
Partnership's filer identification number
If this is an additional T5013 Summary, check here
Business Number
Have you filed a T5013 Partnership Return before?
Yes
No
Tax shelter identification number
TS
If yes, for what year


T5013 Summary
Section A - Identification
Partnership's name
Default Company
Care of
Head office address
City / Province / Postal code
Country / State / U.S. zip code
CAN
Address on last T5013 Summary, if different from above.
Address
City / Province / Postal code
Country / State / U.S. zip code
Is this a limited partnership?
Yes
No
If yes, give the principal general partner's full name and address.
Name
Address
City / Province / Postal code
Country / State / U.S. zip code
Location of books and records
Address
City / Province / Postal code
Country / State / U.S. zip code
Name and social insurance number of partner designated under subsection 165(1.15) of the Income Tax Act
First name / Last name
Social insurance number
Person to contact for more information
First name / Last name
Phone number



12.1.2.2 Section C

THIS SECTION OF THE T4 TIMESAVER.NET MANUAL IS UNDER CONSTRUCTION, IT IS NOT YET COMPLETE.


T5013 Summary

T5013 Summary — Information Return of Partnership Income

Default Company

Recalculate | Go to Slips | Close

1) Section A/B - General | 2) Section C - Totals | 3) Section D - Misc. | 4) Section E - Checklist | 5) Section F - Certification

Limited partnership net income (loss)

Limited partnership farming income (loss)	20	0.00	Limited partnership rental income (loss)	23	0.00
AgriStability and AgriInvest program(s)	20-1	0.00	Limited partnership loss available for carryforward	24	0.00
Limited partnership fishing income (loss)	21	0.00	Previous loss carryforward eligible in the current year	25	0.00
Limited partnership business income (loss)	22	0.00	Return of capital	27	0.00
Limited partner's at-risk amount	22-1	0.00			0.00
Limited partner's adjusted at-risk amount	22-2	0.00			0.00
					0.00
					0.00

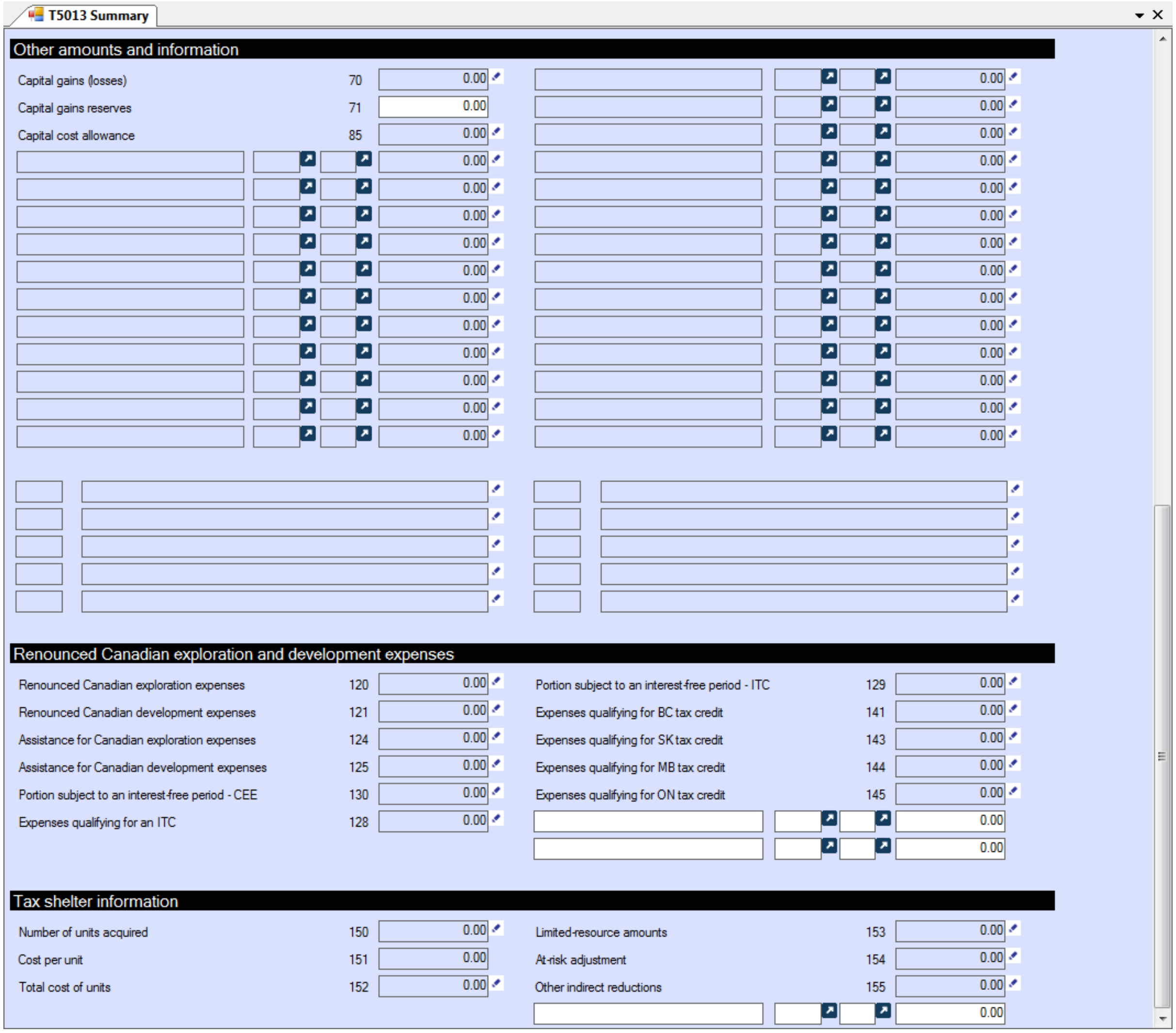
Canadian and foreign net business income (loss)

Other income	30	0.00			0.00
Partnership's total gross income	34	0.00			0.00
Business income (loss)	35	0.00			0.00
Professional income (loss)	37	0.00			0.00
Farming income (loss)	41	0.00			0.00
Fishing income (loss)	43	0.00			0.00
		0.00			0.00

Canadian and foreign investments and carrying charges

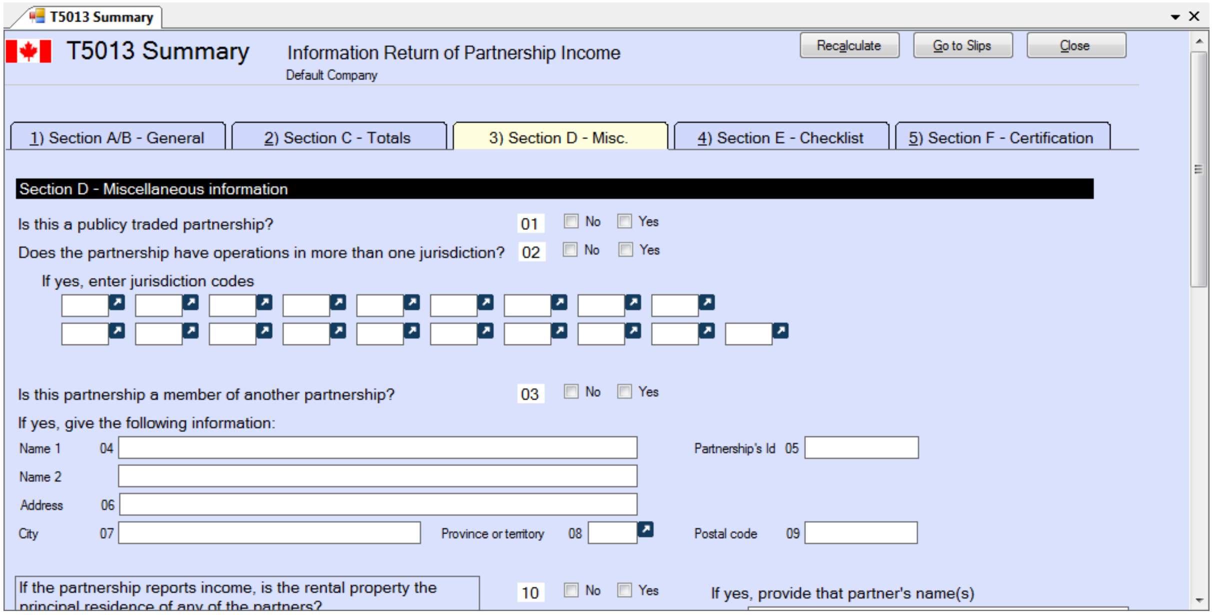
Canadian and foreign net rental income (loss)	26	0.00	Interest from Canadian sources	50	0.00
Actual amount of dividends (other than eligible dividends)	51	0.00	Foreign dividend and interest income	55	0.00
Taxable amount of dividends (other than eligible dividends)	51-1	0.00	Business investment loss	56	0.00
Dividend tax credit for dividends other than eligible dividends	51-2	0.00	Carrying charges	59	0.00
Actual amount of eligible dividends	52	0.00			0.00
Taxable amount of eligible dividends	52-1	0.00			0.00
Dividend tax credit for eligible dividends	52-2	0.00			0.00

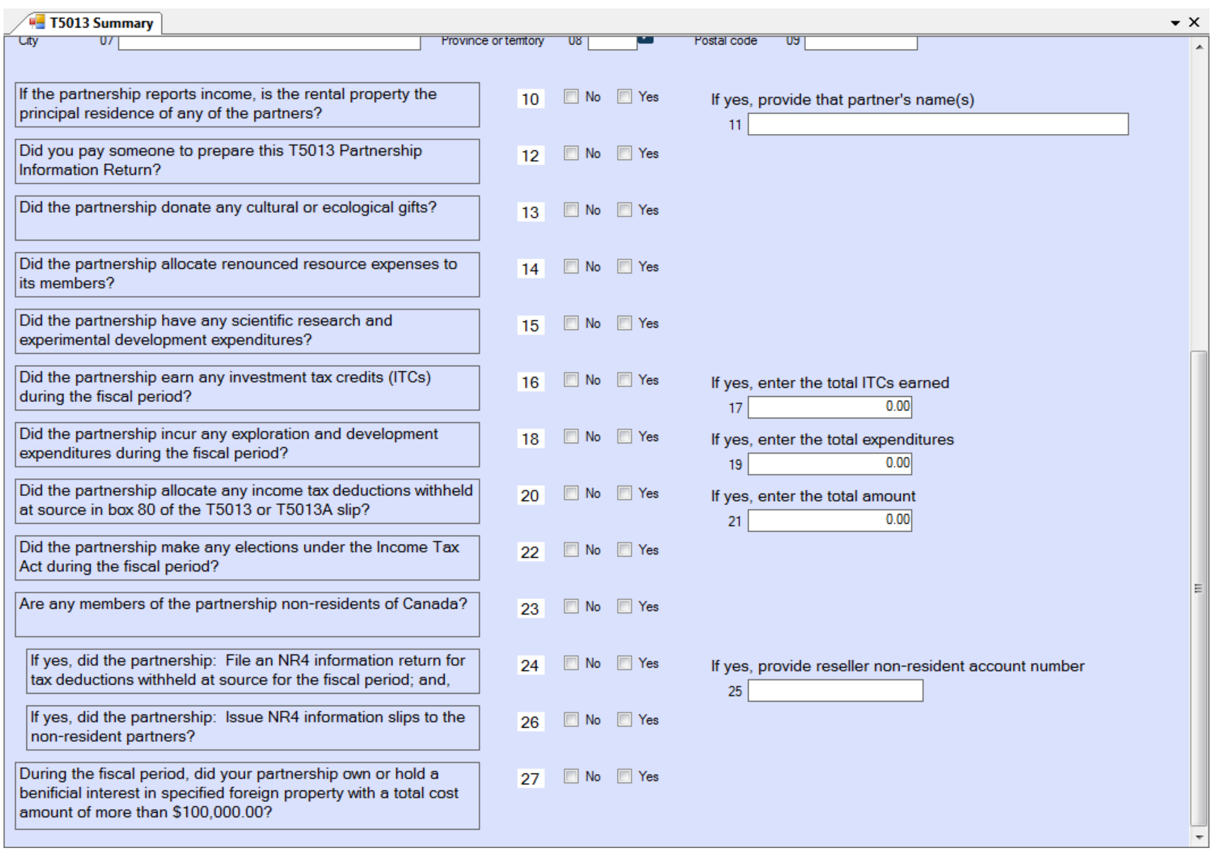
Other amounts and information



12.1.2.3 Section D

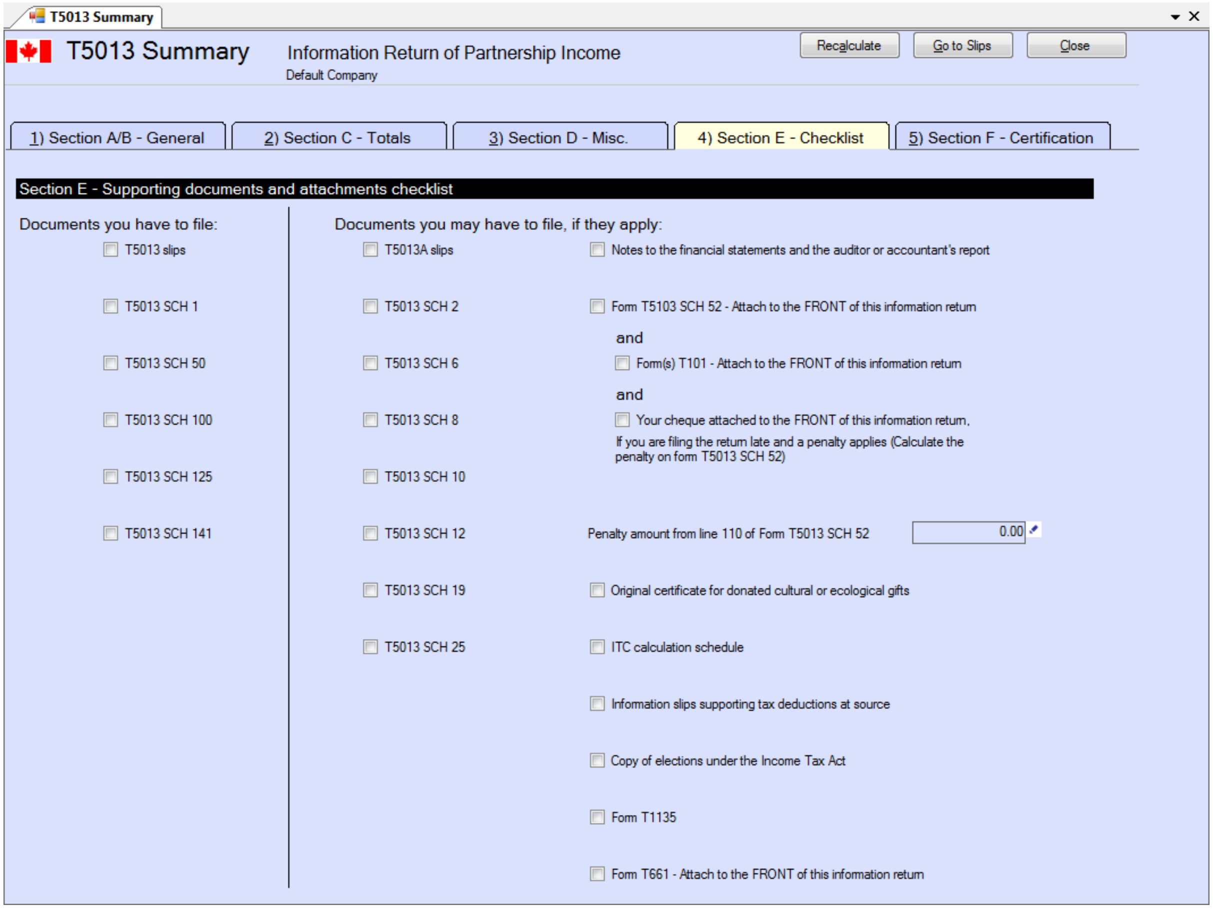
THIS SECTION OF THE T4 TIMESAVER.NET MANUAL IS UNDER CONSTRUCTION, IT IS NOT YET COMPLETE.





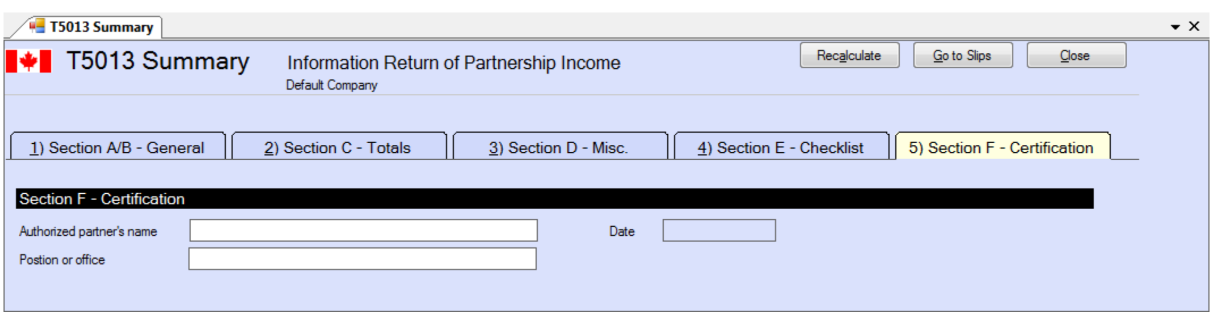
12.1.2.4 Section E

THIS SECTION OF THE T4 TIMESAVER.NET MANUAL IS UNDER CONSTRUCTION, IT IS NOT YET COMPLETE.



12.1.2.5 Section F

THIS SECTION OF THE T4 TIMESAVER.NET MANUAL IS UNDER CONSTRUCTION, IT IS NOT YET COMPLETE.



Part XIII

13 Appendices

13.1 Data Backup

Routine backup procedures are essential to protect against data loss or corruption in any computerized system. Do not backup your data onto existing backup disks! If you should have a power failure while doing the backup, you would lose your previous backup as well.

Backup Data Files
Copy the .T08N database(s) to a CD, DVD, separate hard drive or other data storage device, using Windows Explorer or other file copying software. The current database name appears in the very top bar of the T4 TimeSaver.NET window. Be sure to close the database before attempting to back it up.

Restoring Data Files
Copy the stored backup of the database back to the working directory using Windows Explorer.

13.2 Technical Notes

Data Storage

T4 TimeSaver.NET stores the data you enter in MS Access database files having the extension ".t08N". The company information is stored within the database in a table called "Company", one record per company. There is also a table within the database for each type of slip and Summary form. Data is stored in these tables, one record per employee, and connected to the company information by a company number assigned by the system.

The file T4NET 2008.INI is stored in the system settings folder and, among other things, stores the authorization number. There will be additional file(s) containing various user and machine related information stored in the user settings directory. If you have the single user version of T4 TimeSaver.NET the file will be named SINGLE.INI. If you have the network version of the program, there will be a separate file for each user and the files will be named USER.INI, where user is the user name entered when starting T4 TimeSaver.

13.3 Common Problems

1. "I get the message 'Company is locked by user ', but there are no other stations using the T4 TimeSaver." or "The user named is not currently using the program."

This problem typically occurs when a database is left open after the program is finished with it. If you are sure that the user being named is not using T4 TimeSaver.NET already and that the company is not in use at another workstation, you can answer "Yes" and unlock the company. If this does not solve the problem, select Unlock all companies from the Company menu.

2. "The system is not calculating CPP properly. How do I enter the number of pensionable weeks?"

This is one of the most common problems encountered by users of the T4 TimeSaver.NET. Most likely, the problem stems from a failure to properly set up the adjustment options. Access the company profile by selecting Edit company information from the Company menu. Then select the T4 Adjustment Options tab. There are two adjustment options involving CPP:

Adjust CPP if over maximum or under minimum
Adjust over/under paid CPP to tax based on number of pensionable weeks. (See information in Chapter 7 Adjusting T4s and Relevé 1s for details)

The first option provides only a rough adjustment. It will either adjust CPP up to the minimum or down to the maximum. If it falls in between these two, it will not be changed. This option was implemented for situations where it is not desirable to enter the number of pensionable weeks on each T4 slip. Because the system does not have the number of weeks available to calculate prorated CPP exemptions (if any), it must assume that there is no exemption. The calculated CPP may therefore be higher when this option is used.

The second option requires you to enter the number of pensionable weeks on each T4 slip, defaulting to the value entered for this option. Thus the program has enough information to calculate prorated exemptions, and a more exact adjustment results.

4. "EI insurable earnings is not printing even when I have entered a value in Box 24."

If the EI insurable earnings is equal to gross pay or if it is equal to zero, CRA Taxation asks that the EI insurable earnings not be printed, leaving Box 24 blank in such cases. This is not a problem with T4 TimeSaver.NET and we have checked with CRA Taxation to ensure that the system is functioning properly.

5. "I have installed an update but the new features do not appear to be available or functioning"

Check the version number of the T4 TimeSaver.NET you are running by selecting About T4TimeSaver from the Help menu. Make sure that the revision number and date correspond to the update you have installed. If it is not, the most likely problem is that you have installed the new version of the program into a different directory than you did the first time. Run the update program again and select the appropriate installation directory. Also, if you are starting the program from an icon on your desktop, make sure that this shortcut is pointing to the correct location. Alternatively, in a network environment, you may have some workstations where the program was installed to a local hard disk. In this case, the update program will have to be installed on the workstation's local hard disk as well. If none of the previous suggestions resolve the problem please ensure that all users have exited the T4 TimeSaver.NET and try installing the update once again.

7. "I get the message, 'Cannot execute external program regedit.exe' when installing the program."

The installation program needs to be able to find the file regedit.exe. It is normally in your Windows directory. The solution is to make sure that regedit.exe is in the Windows directory and that there is a path set to that directory. The path is usually set in the autoexec.bat. See your systems administrator for help if needed.

8. "My computer hangs when I start up T4 TimeSaver.NET" or "My computer hangs when I start up the program and enter the user name"

This indicates that the file USERYY.MDB is likely damaged. You can delete the files USERYY.MDB and USERYY.BK*. You will then need to set up the user names again. If you have a large number of users, you may wish to attempt repairing the USERYY.MDB database. To do this, rename USERYY.MDB. Then startup T4 TimeSaver.NET. Select Repair Database from the Tools menu and point to the renamed file. Once it is repaired, you can rename it back to USERYY.MDB. (YY indicates the two digit year of the program.)

9. "I get the message, 'The OLE system files are in-use and cannot be updated. This installation must restart Windows to update OLE before it can continue. Press Yes to restart Windows and continue the installation, or press No to exit the installation.' when installing the program."

This message is typically displayed when you are installing to a network directory on a Novell network (although similar messages may be displayed if you are installing to other network operating systems) and you do not have sufficient rights to modify the contents of the network directory. To resolve the problem log on to the network as an administrator and run the installation program again.

10. Other Problems

a) Miscellaneous data problems:
 · run the **Repair Database** function found in the **File** menu on your data.
b) Miscellaneous printing problems:
 · turn both the computer and the printer off, wait a minute, and turn them both on again.
 · check to see that a printer is connected to your computer and that the cables are snug.
 . ensure that the most recent printer driver for your operating system has been installed, printer drivers are generally available from the printer manufacturer's website.
c) Miscellaneous installation problems
 . ensure that no other software is running during installation of T4 TimeSaver.NET such as anti-virus software or programs that start with Windows
 . restart your computer to eliminate any potential memory corruption issues.

13.4 Province/Sate Codes

The following abbreviations apply to the provinces of Canada:

NL - Newfoundland
LB - Labrador
PE - Prince Edward Island
NS - Nova Scotia
NB - New Brunswick
QC - Québec
ON - Ontario
MB - Manitoba
SK - Saskatchewan
AB - Alberta
BC - British Columbia
NT - Northwest Territories
NU - Nunavut
YT - Yukon Territories

The following abbreviations apply to the states of the USA:

AL - Alabama
AK - Alaska
AR - Arizona
AR - Arkansas
CA - California
CO - Colorado
CT - Connecticut
DE - Delaware
DC - District of Columbia
FL - Florida
GA - Georgia
HI - Hawaii
ID - Idaho
IL - Illinois
IN - Indiana
IA - Iowa
KS - Kansas
KY - Kentucky
LA - Louisiana
ME - Maine
MD - Maryland
MA - Massachusetts
MI - Michigan
MN - Minnesota
MS - Mississippi
MO - Missouri
MT - Montana
NE - Nebraska
NH - New Hampshire
NJ - New Jersey
NM - New Mexico
NY - New York
NV - Nevada
NC - North Carolina
ND - North Dakota
OH - Ohio
OK - Oklahoma
OR - Oregon
PA - Pennsylvania
RI - Rhode Island
SC - South Carolina
SD - South Dakota
TN - Tennessee
TX - Texas
UT - Utah
VT - Vermont
VA - Virginia
WA - Washington
WV - West Virginia
WI - Wisconsin
WY - Wyoming

Use the code "ZZ" for instances where none of the above apply.

13.5 Country Codes

The following abbreviations apply to commonly used countries:

ARG - Argentina
AUS - Australia
AUT - Austria
BHS - Bahamas,The
BHR - Bahrain
BGD - Bangladesh
BRB - Barbados
BEL - Belgium
BMU - Bermuda
BRA - Brazil
VGB - British Virgin Islands
CMR - Cameroon
CAN - Canada
CYM - Cayman Islands
CHL - Chile
CHN - China, People's Republic of
COL - Columbia
SUN - Commonwealth of Independent States
CIV - Ivory Coast
CYP - Cyprus
DNK - Denmark
DOM - Dominican Republic
EGY - Egypt
FIN - Finland
FRA - France
DEU - Germany, Federal Republic of
GRC - Greece
GRD - Grenada
GUY - Guyana
HKG - Hong Kong
ISL - Iceland
IND - India
IDN - Indonesia
IRL - Ireland
ISR - Israel
ITA - Italy
JAM - Jamaica
JPN - Japan
KEN - Kenya
KOR - Korea, Republic of (South)
LBN - Lebanon
BLZ - Leeward & Windward Islands & Belize
LBR - Liberia
LIE - Liechtenstein
LUX - Luxembourg
MYS - Malaysia
MLT - Malta
MEX - Mexico
MAR - Morocco
NLD - Netherlands
ANT - Netherlands Antilles
NZL - New Zealand
NGA - Nigeria
NOR - Norway
PAK - Pakistan
PAN - Panama
PNG - Papua New Guinea
PHL - Philippines
POL - Poland
PRT - Portugal
PRI - Puerto Rico
ROM - Romania
SAU - Saudi Arabia
SEN - Senegal
SYC - Seychelles
SLE - Sierra Leone
SGP - Singapore
ZAF - South Africa
ESP - Spain
LKA - Sri Lanka
SWE - Sweden
CHE - Switzerland
TWN - Taiwan (Republic of China)
THA - Thailand
TTO - Trinidad and Tobago
TUN - Tunisia
TUR - Turkey
ARE - United Arab Emirates
GBR - United Kingdom
USA - United States
URY - Uruguay
VEN - Venezuela
VIR - Virgin Islands (US)
YUG - Yugoslavia
ZMB - Zambia

Use the code "OMC" for instances where none of the above apply.

Part XIV

14 Headings for Import Files

T4 TimeSaver.NET Plus Only

Keywords are used as column headings by the import function to identify the information in the column. Generally, each keyword is the name of a field in a TimeSaver table. A special keyword, NULL, can be used to cause the import to ignore a column.

Text fields are alphanumeric fields with a specified maximum size. If the data to be imported exceeds the maximum size, an error message will be given and the import process will be halted. Generally, the alphanumeric fields may contain letters, numbers, spaces and punctuation. In some cases, they must be in upper case (such as province codes, postal codes and country codes). In other fields, mixed case is acceptable.

Yes/No fields. Acceptable values for Yes are Y, YES, or -1. Acceptable values for No are N, NO or 0.

Currency fields are dollar amounts. They should be formatted with a decimal between the dollars and cents; if there is no decimal, an even dollar amount is assumed. The absolute maximum value that can be imported into any field is 999,999,999,999.99.

Integer fields are numeric whole numbers from 1 to the limit of the field. They must be entered without decimals or commas; for example, 1234.

Some fields have default values that will be used if the field is not present in the import file. These are listed in the Comments, Example and Defaults column in **bold** print.

See **Import from Excel File** 115 for sample layout.

14.1 Headings for Company

T4 TimeSaver.NET Plus Only

Headings for Company Information

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Line 1 of company name	Text, 35	
NAME2	Line 2 of company name	Text,30	
CAREOF	Care of line of address	Text,30	
ADDRESS1	Line 1 of address	Text,30	
ADDRESS2	Line 2 of address	Text,30	
CITY	City	Text,28	
PROV	Province code	Text,2	ON, QC, BC…
POSTAL	Postal code (including space)	Text,10	
COUNTRY	Country code	Text,3	**CAN**, USA...
DEFPROVEMP	Usual province of employment	Text,2	
ACCOUNTNO	Business number	Text,15	
TAXCENTRE	Taxation centre	Text,13	
IDNOQ	Québec Identification number and file number (Format 1234567890RS0001)	Text,16	
NEQ	Québec Enterprise number	Text,16	

14.2 Headings for NR4

T4 TimeSaver.NET Plus Only

Headings for NR4 Information

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Recipient name line 1 (code 3, 4 & 5)	Text, 30	Required field
NAME2	Recipient name line 2 (code 3, 4 & 5)	Text, 30	
LASTNAME1	First recipient last name (code 1 & 2)	Text, 30	Required field
FIRSTNAME1	First recipient first name (code 1 & 2)	Text, 30	
INITIAL1	First recipient middle initial (code 1 & 2)	Text, 1	
LASTNAME2	Second recipient last name (code 1 & 2)	Text, 30	
FIRSTNAME2	Second recipient first name (code 1 & 2)	Text, 30	
INITIAL2	Second recipient middle initial (code 1 & 2)	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
TAXYEAR	Year (box 10)	Integer,4	2007, **2008**, etc.
RECTYPE	Recipient Type (box 11)	Text, 1	1, 2, 3, 4 or 5
COUNTRYCODE	Country code (box 12)	Text, 3	
PAYERID	Payer or remitter Identification Number	Text, 20	
SIN	Foreign Social Security or Insurance No.	Text, 20	
INCOMECODE1	Income Code (box 14)	Text, 2	02, 03, etc.
CURRENCYCODE1	Currency code (box 15)	Text, 3	CAD, USD, etc.
INCOME1	Gross Income (box 16)	Currency	
TAX1	Non-resident tax withheld (box 17)	Currency	

Heading	Description	Type, max. size	Comments, Examples & Defaults
EXEMPTIONCODE 1	Exemption code (box 18)	Text, 1	I, C, etc.
INCOMECODE2	Income Code (box 24)	Text, 2	02, 03, etc.
CURRENCYCODE2	Currency code (box 25)	Text, 3	CAD, USD, etc.
INCOME2	Gross Income (box 26)	Currency	
TAX2	Non-resident tax withheld (box 27)	Currency	
EXEMPTIONCODE 2	Exemption code (box 28)	Text, 1	I, C, etc.
TEXTATTOP	Optional text to print at top of slip	Text, 15	

14.3 Headings for T4 & RL1

T4 TimeSaver.NET Plus Only

Headings for T4 & RL1 Information

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Employee last name	Text, 30	Required field
FIRSTNAME	Employee first name	Text, 30	
INITIAL	Employee middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
SIN	Social insurance number (box 12)	Text, 9	
PROVEMP	Province of employment (box 10)	Text, 2	
EMPNUM	Employee number, reference number	Text, 20	
EMPCODE	Employment code (box 29)	Text, 2	
CPPWEEKS	Weeks eligible for CPP	Numeric,4	**52.00**, 52.5, etc.
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
TAXYEAR	Taxation year	Integer,4	**2008**
INCOME	Employment income (box 14)	Currency	
CPP	CPP contributions (box 16)	Currency	
QPP	QPP contributions (box 17, B)	Currency	
EI	EI premiums (box 18, C)	Currency	
RPP	Reg. Pension plan contr. (box 20)	Currency	
TAX	Federal income tax deducted (box 22)	Currency	
EIEARN	EI insurable earnings (box 24)	Currency	
CPPEARN	CPP pensionable earnings (box 26)	Currency	
CPPEXEMPT	CPP exempt (box 28)	Yes/No	

Heading	Description	Type, max. size	Comments, Examples & Defaults
EIEXEMPT	EI exempt (box 28)	Yes/No	
PPIPEXEMPT	PPIP exempt (box 28)	Yes/No	
NOCPPADJUST	Do not adjust CPP	Yes/No	**No**
NOEIADJUST	Do not adjust EI	Yes/No	**No**
NOPPIPADJUST	Do not adjust PPIP	Yes/No	**No**
UNION	Union dues (box 44)	Currency	
CHARITABLE	Charitable donations (box 46)	Currency	
PENSIONNO	RPP/DPSP number (box 50)	Text, 7	
PENSION	Pension adjustment (box 52)	Currency	
PPIP	PPIP premiums (box 55, H)	Currency	
PPIPEARN	PPIP earnings (box 56, I)	Currency	
OTHERCODE1	Other information code #1	Text, 2	
OTHERAMT1	Other information amount #1	Currency	
OTHERCODE2	Other information code #2	Text, 2	
OTHERAMT2	Other information amount #2	Currency	
OTHERCODE3	Other information code #3	Text, 2	
OTHERAMT3	Other information amount #3	Currency	
OTHERCODE4	Other information code #4	Text, 2	
OTHERAMT4	Other information amount #4	Currency	
OTHERCODE5	Other information code #5	Text, 2	
OTHERAMT5	Other information amount #5	Currency	
OTHERCODE6	Other information code #6	Text, 2	
OTHERAMT6	Other information amount #6	Currency	
NETPAYOTHER	Other deductions from Net Pay	Currency	For net pay calc.
TEXTATTOP	Optional text to print at top of slip	Text, 15	
Additional headings for RL-1 fields:			
CODEBOXOR1	Code for Box O	Text, 2	

Heading	Description	Type, max. size	Comments, Examples & Defaults
SLIPSTATUSR1	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
IDNOQ	Recipient Quebec identification number	Numeric,10	
ISBUSINESS	Recipient is business	Yes/No	**No**
INCOMER1	Employment income (box A)	Currency	
RPPR1	Reg. Pension plan contr. (box D)		
TAXR1	Québec income tax deducted (box E)	Currency	
UNIONR1	Union dues (box F)	Currency	
QPPEARN	QPP pensionable earnings (box G)	Currency	
HEALTHR1	Private health insurance (box J)	Currency	
TRAVELR1	Travel (box K)	Currency	
OTHERTBR1	Other taxable benefits (box L)	Currency	
COMMISSIONS	Employment commissions (box M)	Currency	
CHARITABLER1	Charitable donations (box N)	Currency	
OTHERINC	Other taxable income (box O)	Currency	
INSURANCE	Multi-employer insurance (box P)	Currency	
DEFERRED	Deferred salary (box Q)	Currency	
INDIANINC	Exempt income for an Indian (box R)	Currency	
TIPS	Tips received (box S)	Currency	
TIPSALLOCATED	Tips allocated (box T)	Currency	
PHASEDRETIRE	Phased retirement (box U)	Currency	
HOUSING	Meals and accommodation (box H)	Currency	
AUTOR1	Personal use of auto (box I)	Currency	
FNOTE1R1	Footnote #1	Text, 30	
FNOTE2R1	Footnote #2	Text, 30	
FNOTE3R1	Footnote #3	Text, 30	
NETPAYOTHERR1	Other deductions from Net Pay	Currency	For net pay calc.
TEXTATTOPR1	Optional text to print at top of slip	Text, 15	

14.4 Headings for T4A

T4 TimeSaver.NET Plus Only

Headings for T4A Information

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Employee last name	Text, 30	Required field
FIRSTNAME	Employee first name	Text, 30	
INITIAL	Employee middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
YEAR	Year	Integer, 4	**2008**
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
SIN	Social insurance number (box 12)	Text, 9	
FNOTECODE	Footnote code (box 38)	Text, 2	
RECBN	Recipient Business No. (1st 9 digits)	Text, 9	
RECIPIENTNO	Recipient’s number (box 14)	Text, 12	
CORPNAME1	Recipient corporation name line 1	Text, 30	
CORPNAME2	Recipient corporation name line 2	Text, 30	
FNOTE1	Footnote #1	Text, 30	
FNOTE2	Footnote #2	Text, 30	
FNOTE3	Footnote #3	Text, 30	
SUPER	Pension or superannuation (box 16)	Currency	
LUMPSUM	Lump-sum payments (box 18)	Currency	
SELF	Self-employed commissions (box 20)	Currency	
TAX	Income tax deducted (box 22)	Currency	
ANNUITIES	Annuities (box 24)	Currency	

Heading	Description	Type, max. size	Comments, Examples & Defaults
RETIRING	Eligible retiring allowances (box 26)	Currency	
RETIRINGNON	Non-eligible retiring allowances (box 27)	Currency	
OTHER	Other income (box 28)	Currency	
PATRONAGE	Patronage allocations (box 30)	Currency	
PAST	RPP contributions (past service)(box 32)	Currency	
PENSION	Pension adjustment (box 34)	Currency	
PENSIONNO	Pension plan reg. number (box 36)	Text, 19	
RESPACCUM	RESP accumulated income pay’ts (box 40)	Currency	
RESPED	RESP educational assist. pay’ts (box 42)	Currency	
CHARITABLE	Charitable donations (box 46)	Currency	
TEXTATTOP	Optional text to print at top of slip	Text, 15	

The following fields are for magnetic media filers only. Consult CRA’s magnetic media specifications for details. On printed T4A slips, most of this information is included as footnotes. However, the T4 TimeSaver.NETimport procedure will NOT create footnotes from this information. To import footnotes that will appear on printed slips, use the headings FNOTE1, FNOTE2 and FNOTE3 above.

BOX16CODE	Box 16 code	Integer,2	0, 9, 13, 14
BOX18CODE	Box 18 code	Integer, 2	2, 8, 9, 10, 13, 14
BOX24CODE	Box 24 code	Integer, 2	0, 10, 13, 15
BOX26CODE	Box 26 code	Integer, 2	0, 14
BOX27CODE	Box 27 code	Integer, 2	0, 14
BOX28CODE	Box 28 code	Integer, 2	see Guide
BOX32CODE	Box 32 code	Integer, 2	see Guide
BOX40CODE	Box 40 code	Integer, 2	0, 22
FNOTEDESC	Footnote description area	Text, 60	
UNREGPEN	Unregistered pension plan	Currency	
SIPENSION	Status Indian - pension or superannuation	Currency	
LUMPSUMACC	Lump-sum payments accrued to 12/31/97	Currency	
LUMPSUMSI	Status Indian - Lump-sum payments	Currency	
LUMPSUMRPP	Lump-sum payments (RPP-not eligible)	Currency	
LUMPSUMDPSP	Lump-sum payments (DPSP-not eligible)	Currency	

Heading	Description	Type, max. size	Comments, Examples & Defaults
LUMPSUMNONRES	Lump-sum payments (non-resident services)	Currency	
LUMPSUMUNREG	Lump-sum payments (unreg'd pension ben.)	Currency	
LUMPSUMNOTRANS	Lump-sum payments (not eligible for trans.)	Currency	
DPSPANNUITY	Instalment or annuity payment under DPSP	Currency	
IAACANNUITY	IAAC annuity	Currency	
RETIRINGSI	Status Indian - eligible retiring allowance	Currency	
RETIRINGNONSI	Status Indian - non-eligible retiring allowance	Currency	
OTHERSI	Status Indian - other income	Currency	
OTHERDPSP	Instalment or annuity under revoked DPSP	Currency	
BOARDSITE	Board and lodging at special work sites	Currency	
MEDTRAVEL	Medical travel	Currency	
LOANBENEFIT	Loan benefit under subsection 80.4(2)	Currency	
RESEARCH	Research Grants	Currency	
SCHOLARSHIP	Scholarships, fellowships, or bursaries	Currency	
WAGELOSS	Income from wage loss plans	Currency	
DEATHBENEFIT	Death benefits	Currency	
MEDBENEFIT	Medical Premium benefit	Currency	
DISABILITY	Disability benefits	Currency	
GROUPTERMLIFE	Group Term Life Insurance Benefit	Currency	
VETERANSBENEFIT	Veteran's benefits	Currency	
APPRENTICESHIPINCENTIVE	Apprenticeship Incentive Grant	Currency	
TAXDEFPATDIVIDENDS	Tax deferred patronage dividends	Currency	
RPPPRE1990	RPP (pre-1990 past service)	Currency	
REGISTEREDDISABILITY	Registered disability savings plan	Currency	
WAGEEARNERPROTECTION	Wage earner protection program	Currency	

Heading	Description	Type, max. size	Comments, Examples & Defaults
VARIABLEPENSION	Variable pension benefits	Currency	

14.5 Headings for T4A -NR

T4 TimeSaver.NET Plus Only

Headings for T4A-NR Information

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name (type 1)	Text, 30	Required field
FIRSTNAME	Recipient first name (type 1)	Text, 30	
INITIAL	Recipient middle initial (type 1)	Text, 1	
NAME	Recipient name (type 3, 4 & 5)	Text, 30	Required field
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country	Text, 3	USA
YEAR	Taxation Year	Integer, 4	**2008**
RECTYPE	Recipient Code (box 11)	Text, 1	**1**, 3, 4 or 5
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
BN	Business Number (Box 13)	Text, 15	
INCOME	Income (box 18)	Currency	
TRAVEL	Travel (box 20)	Currency	
TAX	Income tax deducted (box 22)	Currency	
REDUCTION	Reduction authorized (box 23)	Text, 1	1
SERVICESCITY	City where services rendered	Text, 32	
SERVICESPROV	Province where services rendered	Text, 2	
DAYSINCANADA	Number of days recipient was in Canada	Integer	Max. of 366
FOREIGNSIN	Foreign Social security number (box 14)	Text, 20	
SIN	Canadian social insurance number (box 12)	Text, 9	
PROFNAME	Professional name (box 16)	Text, 30	
INDUSTRYCLASSCODE	Non-resident's service industry	Text, 4	

Heading	Description	Type, max. size	Comments, Examples & Defaults
COUNTRYRES	Country of Residence	Text, 3	USA
TEXTATTOP	Optional text to print at top of slip	Text, 15	

14.6 Headings for T4AP

T4 TimeSaver.NET Plus Only

Headings for T4AP Information

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 30	
INITIAL	Recipient middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
YEAR	Tax year	Interger, 4	**08**
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
NUMOFMONTH	Number of month (box 21)	Integer, 2	
EFFECTIVEDATE	Effective date (box 13)	Date, mmm dd,, yyyy	**Aug 03, 2008**
TAXABLECPP	Taxable CPP benefits (box 20)	Currency	
INCOMETAX	Income tax deducted (box 22)	Currency	
RETIREMENT	Retirement benefit (box 14)	Currency	
SURVIVOR	Survivor benefit (box 15)	Currency	
DISABILITY	Disability benefit (box 16)	Currency	
CHILD	Child benefit (box 17)	Currency	
DEATH	Death benefit (box 18)	Currency	
BENEFITNUM	Benefit number	Text, 20	
SIN	Social insurance number (box 12)	Text, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	

14.7 Headings for T4ARCA

T4 TimeSaver.NET Plus Only

Headings for T4ARCA Information

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 30	
INITIAL	Recipient middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
YEAR	Tax year	Interger, 4	**08**
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
REFUNDEMPLOYER	Refund of employer contributions (box 12)	Currency	
REFUNDEMPLOYEE	Refund of employee contributions (box 14)	Currency	
DISTRIBUTIONS	Distributions (box 16)	Currency	
SELLINGPRICE	Selling price of an interest in RCA(box 18)	Currency	
OTHER	Other amounts (box 20)	Currency	
INCOMETAX	Income tax deducted (box 22)	Currency	
SIN	Social insurance number (box 24)	Text, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	

14.8 Headings for T4PS

T4 TimeSaver.NET Plus Only

Headings for T4PS Information

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 30	
INITIAL	Recipient middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
YEAR	Year	Integer, 4	**2008**
ACTUAL	Actual amount of non-eligible dividends (box 24)	Currency	
TAXABLE	Taxable amount of eligible dividends (box 25)	Currency	
CREDIT	Dividend tax credit for eligible dividends (box 26)	Currency	
ACTUAL_E	Actual amount of eligible dividends (box 30)	Currency	
TAXABLE_E	Taxable amount of eligible dividends (box 31)	Currency	
CREDIT_E	Dividend tax credit for eligible dividends (box 32)	Currency	
CAPGAINS	Capital gains for loses (box 34)	Currency	
OTHER	Other income (box 35)	Currency	
FORFEITED	Forfeited due to withdrawal (box 36)	Currency	
FOREIGNINCOME	Foreign non-business income (box 37)	Currency	
FOREIGNCAPGAINS	Foreign capital gains or losses (box 38)	Currency	
FOREIGNTAX	Foreign non-business tax (box 39)	Currency	
SIN	Canadian social insurance number (box 12)	Text, 9	

Heading	Description	Type, max. size	Comments, Examples & Defaults
TEXTATTOP	Optional text to print at top of slip	Text, 15	

14.9 Headings for T5 & RL3

T4 TimeSaver.NET Plus Only

Headings for T5 & RL3 Information

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Recipient name, line 1 (type 3, 4 & 5)	Text, 30	Required field
NAME2	Recipient name, line 2 (type 3, 4 & 5)	Text, 30	
LASTNAME1	First recipient last name (type 1 & 2)	Text, 30	Required field
FIRSTNAME1	First recipient first name (type 1 & 2)	Text, 30	
INITIAL1	First recipient middle initial (type 1 & 2)	Text, 1	
FIRSTINDIVIDUAL	Indicates first entity is individual (R3)	Yes/No	
LASTNAME2	Second recipient last name (type 2)	Text, 30	
FIRSTNAME2	Second recipient first name (type 2)	Text, 30	
INITIAL2	Second recipient middle initial (type 2)	Text, 1	
SECONDINDIVIDUAL	Indicate second entity is individual	Yes/No	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
TAXYEAR	Taxation year	Integer,4	**2008**
REPORTCODE	Report code (box 21)	Text, 1	**O - Original,** A - Amended or C - Cancelled
RECTYPE	Recipient type (box 23)	Text, 1	1
SIN	First recip. SIN/ID # or Business # (box 22)	Text, 15	
SIN2	Second recip. SIN/ID # (R3)	Text, 15	
ACTUAL	Am't of non-eligible dividends (box 10)	Currency	
ACTUAL_E	Am't of eligible dividends (box 24)	Currency	
INTEREST	Interest from Cdn sources (box 13, D)	Currency	
CAPGAINS	Capital gains dividends (box 18, I)	Currency	

Heading	Description	Type, max. size	Comments, Examples & Defaults
OTHER	Other income from Cdn sources (box 14)	Currency	
FORINC	Foreign income (box 15, F)	Currency	
FORTAX	Foreign tax paid (box 16, G)	Currency	
ROYALTIES	Royalties from Cdn sources (box 17, H)	Currency	
ACCRUED	Accrued income: Annuities (box 19, J)	Currency	
RESOURCE	Resource allowance deduction (box 20)	Currency	
CURRENCY	Foreign currency code (box 27)	Text, 3	
TRANSIT	Transit (box 28)	Text, 10	
ACCOUNTNO	Recipient account number (box 29)	Text, 16	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
Additonal Headings for RL-3 fields:			
NEEDR3	Recipient needs RL-3	Yes/No	
ISINTERESTSAVINGSBONDS	Is interest from Fed. or Québec savings bonds	Yes/No	
ACCOUNTNOR3	Other ID/Recipient Number RL-3	Text, 16	
TEXTATTOPR3	Optional text to print at top of slip	Text, 15	

14.10 Headings for T1204

T4 TimeSaver.NET Plus Only

Headings for T1204 Information

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Recipient name line 1	Text, 30	Required field
NAME2	Recipient name line 2	Text, 30	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
POSTAL	Postal code (including space)	Text, 10	
PROV	Province code	Text, 2	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
YEAR	Year	Integer, 4	
RECTYPE	Recipient type (box 23)	Text, 1	**1**, 3, or 4
SERVICEPAYMENTS	Service payments (box 82)	Currency	
MIXEDPAYMENTS	Mixed services payments (box 84)	Currency	
SIN	Social insurance number (box 12)	Text, 9	
BN	Business number (box 61)	Text, 15	
PARTNERSHIPID	Partnership's filer ID (box 86)	Text, 9	
LASTNAME	Sole proprietor's last name	Text, 20	
FIRSTNAME	Sole proprietor's first name	Text, 12	
INITIAL	Sole proprietor's initial	Text, 1	
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
TEXTATTOP	Optional text to print at top of slip	Text, 15	

14.11 Headings for T5018

T4 TimeSaver.NET Plus Only

Headings for T5018 Information

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME	Recipient name	Text, 30	Required field
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 30	
INITIAL	Recipient middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
PAYMENTS	Construction subcontractor payments (box 22)	Currency	
SIN	Recipient’s ID number (BN or SIN) (box 24)	Text, 15	
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
RECTYPE	Recipient type	Text, 1	1
PARTNERSHIPID	Parnership’s Filer ID	Text, 9	1
TEXTATTOP	Optional text to print at top of slip	Text, 15	

14.12 Headings for T5013

Heading	Description	Type, max. size	Comments, Examples & Defaults
Main page fields			
NAME1	Recipient name line 1	Text, 50	Required field
NAME2	Recipient name line 2	Text, 30	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
TYPEOFSLIP	Type of slip (box 5)	Text, 1	**0 – Original** 1 – Amended 2 – Additional 3 – Cancelled 4 – Duplicate
COUNTRYCODE	Country code (box 7)	Text, 3	CAN, USA, etc.
MEMBERCODE	Member code (box 8)	Text, 1	
UNITSOWNED	Partnership units held (box 9)	Numeric	8 decimals
PARTNERSSHARE	Partner's share, in % (box 10)	Numeric	8 decimals
PARTNERID	Recipient's ID (box 11)	Text, 16	
COMPLEXSHARING	Complex sharing arrangements (box 12)	Text, 75	
(1) Limited partnership income/loss (Boxes 20-27)			
LIMITEDFARMING	Farming income (box 20)	Currency	
LIMITEDCAIS	Farming income (box 20)	Currency	
LIMITEDFISHING	Fishing income (box 21)	Currency	
LIMITEDBUSINESS	Business income (box 22)	Currency	
LIMITEDATRISK	At risk amount (box 22-1)	Currency	
LIMITEDADJUSTEDATRISK	Adj. at risk amount (box 22-2)	Currency	
LIMITEDRENTAL	Rental income (box 23)	Currency	
LOSSCARRYFWD	Loss carry forward (box 24)	Currency	
PREVLOSSCARRYFWD	Prev. loss carry forward (box 25)	Currency	

RETURNOFCAPITAL	Return of capital (box 27)	Currency
A01TEXT1	Generic box # 1 – Province/Country	Text, 3
A01TEXT2	Generic box # 1 – Box number	Text, 6
A01AMOUNT	Generic box # 1 – Amount	Currency
A02TEXT1	Generic box # 2 – Province/Country	Text, 3
A02TEXT2	Generic box # 2 – Box number	Text, 6
A02AMOUNT	Generic box # 2 – Amount	Currency
A03TEXT1	Generic box # 3 – Province/Country	Text, 3
A03TEXT2	Generic box # 3 – Box number	Text, 6
A03AMOUNT	Generic box # 3 – Amount	Currency
A04TEXT1	Generic box # 4 – Province/Country	Text, 3
A04TEXT2	Generic box # 4 – Box number	Text, 6
A04AMOUNT	Generic box # 4 – Amount	Currency

(2) Canadian and foreign net business income / loss (Boxes 35-34)

NETBUSINESS	Business income (box 35)	Currency
NETPROFESSIONAL	Professional income (box 37)	Currency
NETFARMING	Farming income (box 41)	Currency
NETFISHING	Fishing income (box 43)	Currency
NETOTHER	Other income (box 30)	Currency
GROSSTOTALINCOME	Total gross income (box 34)	Currency

(3) Canadian and foreign investments and carrying charges (Boxes 26-59)

NETRENTAL	Net rental income (box 26)	Currency
DIVIDENDS	Actual non-eligible div. (box 51)	Currency
TAXABLE	Taxable amount of non-eligible dividends (box 51-1)	Currency
CREDIT	Non-eligible dividend tax credit (box 51-2)	Currency
DIVIDENDS_E	Actual eligible div. (box 52)	Currency
TAXABLE_E	Taxable am't eligible div.(box 52-1)	Currency
CREDIT_E	Eligible div. tax credit (box 52-2)	Currency
INTEREST	Interest from Can sources (box 50)	Currency

FRMDIVIDENDS	For. div. and interest inc. (box 55)	Currency
BUSINVESTLOSS	Business invest loss (box 56)	Currency
CARRYINGCHARGES	Carrying charges (box 59)	Currency
C01TEXT1	Generic box # 1 – Province/Country	Text, 3
C01TEXT2	Generic box # 1 – Box number	Text, 6
C01AMOUNT	Generic box # 1 – Amount	Currency
C02TEXT1	Generic box # 2 – Province/Country	Text, 3
C02TEXT2	Generic box # 2 – Box number	Text, 6
C02AMOUNT	Generic box # 2 – Amount	Currency
C03TEXT1	Generic box # 3 – Province/Country	Text, 3
C03TEXT2	Generic box # 3 – Box number	Text, 6
C03AMOUNT	Generic box # 3 – Amount	Currency

(4) Renounced Canadian exploration and development expenses (Boxes 120-)

RENOUNCEDCEE	Renounced Can. Explor. Exp. (box 120)	Currency
RENOUNCEDCDE	Renounced Can. Dev. Exp. (box 121)	Currency
ASSISTANCECEE	Assiss. for Can. Explor. Exp. (box 124)	Currency
ASSISTANCECDE	Assiss. for Can. Dev. Exp. (box 125)	Currency
PORTIONINTFREECEE	Portion interest free CEE (box 130)	Currency
EXPENSESITC	Expenses qualified for ITC (box 128)	Currency
PORTIONINTFREEITC	Portion interest free ITC (box 129)	Currency
EXPENSESBCTAXCREDIT	Expenses BC tax credit (box 141)	Currency
EXPENSESSKTAXCREDIT	Expenses SK tax credit (box 143)	Currency
EXPENSESMBTAXCREDIT	Expenses MB tax credit (box 144)	Currency
EXPENSESONTAXCREDIT	Expenses ON tax credit (box 145)	Currency
F01TEXT1	Generic box # 1 – Province/Country	Text, 3
F01TEXT2	Generic box # 1 – Box number	Text, 6
F01AMOUNT	Generic box # 1 – Amount	Currency
F02TEXT1	Generic box # 2 – Province/Country	Text, 3
F02TEXT2	Generic box # 2 – Box number	Text, 6
F02AMOUNT	Generic box # 2 – Amount	Currency

(5) Tax shelter information (Boxes 150-)

UNITSACQUIRED	Number of units (box 150)	Currency
COSTPERUNIT	Costs per unit (box 151)	Currency
LIMITEDRECOURSEAMOUNTS	Limited recourse am’ts (box 153)	Currency
ATRISKADJUSTMENTS	At risk adjustments (box 154)	Currency
OTHERINDIRECTREDUCTIONS	Other indirect. reduct. (box 155)	Currency
G01TEXT1	Generic box # 1 – Province/Country	Text, 3
G01TEXT2	Generic box # 1 – Box number	Text, 6
G01AMOUNT	Generic box # 1 – Amount	Currency

(6) Other amounts and information

CAPGAINS	Capital gains (box 70)	Currency
CAPGAINSRES	Capital gains reserves (box 71)	Currency
CCA	Capital cost allowance (box 85)	Currency

Generic boxes where ## is two numerals (01 to 25):

X##TEXT1	Generic box # 1 – Province/Country	Text, 3
X##TEXT2	Generic box # 2 – Box number	Text, 6
X##AMOUNT	Generic box # 1 – Amount	Currency

(7) Other amounts and information

Generic large boxes where ## is two numerals (1 to 10):

E##TEXT2	Generic box # 2 – Box number	Text, 6
E##TEXT3	Generic box # 3 – Text	Text, 65

Additional Headings for T5015 fields:

CAPITALSTART	Capital account start of period	Currency
CAPITALCONTRIBUTED	Capital contribution during period	Currency
OTHERADJUSTMENTS	Other Adjustments	Currency
INCOMEALLOCATED	Income allocated during period	Currency
DRAWINGS	Drawings	Currency
CAPITALEND	Capital account end of period	Currency

RECTYPE	Recipient code	Text, 1	**1 – Individual** (other than a trust) 2 – Trust 3 – Corporation 4 – Partnership 5 – Nominee or agent

14.13 Headings for RL2

T4 TimeSaver.NET Plus Only

Headings for RL2 Information

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 30	
INITIAL	Recipient middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
SOURCE1	Source of income	Text, 6	
BENEFICIARYNUM	Employer assigned number	Text, 20	
ANNUITY	Life annuity payments amount	Currency	Box A
BENEFIT	RRSP, RRIF, DPSP benefit amount	Currency	Box B
OTHERPAYMENT	Other Payment amount	Currency	Box C
REFUNDRRSPSPOUSE	Refunded RRSP amounts	Currency	Box D
DEATHBENEFIT	Value of benefit at time of death	Currency	Box E
REFUNDRRSPUNDEDUCTED	Amount of refunded excess RRSP	Currency	Box F
REVOCATION	Value of benefit before amendment	Currency	Box G
OTHERINCOME	All other income	Currency	Box H
DEDUCTION	Amount giving entitlement to deduction	Currency	Box I
TAX	Amount of Québec tax held at source	Currency	Box J
INCOMEAFTERDEATH	Income earned after death amount	Currency	Box K
LIFELONGLEARNING	Life Long Learning Plan amount	Currency	Box L
TAXPAIDAMOUNT	Tax paid amount	Currency	Box M
SIN	Social insurance number	Text, 9	
SIN2	Spouses social insurance number	Text, 9	Box N

HOMEBUYER	Withdrawal under HBP	Currency	Box O
REPORTCODE	Status of slip	Text, 1	**R - Original**, A - Amended, or D - Cancelled
TEXTATTOP	Optional text to print at top of slip	Text, 15	

14.14 Headings for RL17

T4 TimeSaver.NET Plus Only

Headings for RL17 Information

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME1	First recipient last name	Text, 30	Required field
FIRSTNAME1	First recipient first name	Text, 30	
INITIAL1	First recipient middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
YEAR	Year	Text, 1	**2008**
SIN	Social insurance number	Text, 9	
REFERENCENUMBER	Employer reference number	Text, 15	
DEDUCTION	Total deductions (box A)	Currency	
INCOMEYEAR	Total employment revenue (box B)	Currency	
INCOMESTAY	Total income for stay (box C)	Currency	
ALLOWANCEYEAR	Allowance in year (box D)	Currency	
ALLOWANCESTAY	Allowance for stay (box E)	Currency	
DAYSOUTSIDE	Days outside Canada (box F)	Integer	
PERIODSOUTSIDE	Number of 30 day periods (box G)	Integer	
DATEDEPARTURE	Departure date from Canada (box H)	Date	
DATERETURN	Return date to Canada (box I)	Date	
FOREIGNCOUNTRY	Name of foreign country (box J)	Text, 20	
SLIPSTATUS	Status of slip	Text, 1	**R - Original**, A - Amended or D - Cancelled
TEXTATTOP	Optional text to print at top of slip	Text, 15	

14.15 Headings for RL25

T4 TimeSaver.NET Plus Only

Headings for RL25 Information

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Beneficiary name line 1 (type 3, 4 & 5)	Text, 30	Required field
NAME2	Beneficiary name line 2 (type 3, 4 & 5)	Text, 30	
LASTNAME1	First beneficiary last name (type 1, 2 & 6)	Text, 30	Required field
FIRSTNAME1	First beneficiary first name (type 1, 2 & 6)	Text, 30	
INITIAL1	First beneficiary middle initial (type 1, 2 & 6)	Text, 1	
LASTNAME2	Second beneficiary last name (type 1, 2 & 6)	Text, 30	
FIRSTNAME2	Second beneficiary first name (type 1, 2 & 6)	Text, 30	
INITIAL2	Second beneficiary middle initial (type 1, 2 & 6)	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
BENEFICIARYNUM	Employer assigned number	Text, 20	
TRANSIT	Bank transit number	Text, 10	
RECTYPE	Recipient type (box 23)	Text, 1	1
REPORTCODE	Status of slip	Text, 1	**R - Original**, A - Amended or D - Cancelled
SIN2	Second beneficiary SIN	Text, 9	
ACTUALDIVIDENDS	Non-Eligible Dividend amount	Currency	Box A1
ACTUALDIVIDENDS_E	Eligible Dividend amount	Currency	Box A2
CAPGAINS	Total net Capital Gains	Currency	Box B
CAPGAINSEXEMPTION	Farm or small business capital gains	Currency	Box C
OTHER	QPP and other amounts	Currency	Box D

Heading	Description	Type, max. size	Comments, Examples & Defaults
CANCELLED	Amounts cancelled	Currency	Box E
TAXABLEDIVIDENDS	Taxable amount of dividends	Currency	Box F
TAXCREDIT	Amount of dividend tax credit	Currency	Box G
FOREIGNTAX	Income tax paid to a foreign government	Currency	Box H
QUEBECTAX	Québec income tax withheld	Currency	Box I
SECONDINDIVIDUAL	Is second recipient an individual (type 1, 2 & 6)	Yes/No	
NAMESPRINCIPAL	Principal person who established trust deed	Text, 25	
SIN	First beneficiary SIN	Text, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	

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